www.cipore.org

CIPORE MANUAL

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NOTE TO THE READER

This manual is your guide to cipore.org a user friendly Renewable Energy Information Platform for the Caribbean built on a Content Management System (WordPress). The manual provides a step-by-step approach to the user on how to manage R.E content on Cipore.org. Using cipore.org does not require you to be a computer expert. All you need to get started are a few basics which you will find easily in the manual.

ACKNOWLEDGEMENT

Introduction

The Caribbean Information Platform on Renewable Energy (CIPORE) is a dynamic website built on Wordpress Ver 2.7. The website is built to accommodate the submission and organization of all known types of information on Renewable Energy in the region. The site therefore allows users to have access to:

- News, articles, events, videos, images, and other content on Renewable Energy
- Discuss RE issues in the forums online
- Connect to each other through the directory or by using the chat or live meeting rooms
- Access statistical data on RE in the region
- Access data on RE projects across the region
- Energy Calculators
- RE Technologies
- RE Maps

Operational Policy

The system allows for 4 classes of users that have varying capabilities and responsibilities on the platform.

Level 1 Contributor

A level 1 contributor is the most basic of user accounts on the system. This user can register for an account on www.cipore.org without administrator intervention. The user simply goes to the homepage and clicks on the register link under the USER LOGIN section.

Level 1 Contributor:

- Can Post News, Events, Articles and Projects for ANY Country
- Can Post to RE Directory

While Level 1 Contributors can submit content to the platform, no content submitted by level 1 contributors can be visible on the platform without the approval of an administrator.

Level 1 Contributor will be able to view and edit content that they have submitted when they login to the administrative side of the website and will ONLY see content that they themselves have submitted.

Level 2 Contributor

Level 2 Contributor accounts are a special class of contributor account. These accounts are created by the site administrator. These users have broad access to submit content to the platform but all their content will await administrator approval.

Level 2 Contributors:

- Can Post News, Events, Articles, and Projects for ANY country
- Can Post to RE Directory

- Can Post to Statistical Databases for their Country
- Can Post to Projects Database

When a Level 2 Contributor accesses the administrative section of the platform they will only be able to interact with content that they have submitted.

Node Administrator

Node Administrators are a special class of administrator. Node Administrators are responsible for all content that relates to their country. Only one Node Administrator per country can approve content. Node Administrators can:

- Can Post News, Events, Articles, Projects, Reports, Speeches, Documents and Technical Reports, Downloads, Images, Videos.
- Can Post to RE Directory
- Can Post to Statistical DBs
- Can Post to Project DBs
- Can Post to Their Country Categories Alone
- Content Immediately goes live
- Can approve **any** content submitted by Level 1 and 2 Contributors that relates to **THEIR COUNTRY.**
- Should be able to see and edit content posted by other node administrators, contributors, and subscribers **ONLY in THEIR COUNTRY CATEGORY.**
- Needs to know when content has been posted that needs approval. (Dashboard and or Email)

Central Administrator

The Central Administrator is responsible for the management/ review of all content posted on the platform. Regional content (Not specific to any country) will be posted by the Central administrator. The Central Administrator can:

- Can Post News, Events, Articles, Projects, Reports, Speeches, Documents and Technical Reports, Downloads, Images, Videos (for any country and the region on a whole).

- Can Post to RE Directory
- Can Post to Statistical DBs
- Can Post to Project DBs
- Can Post to Any Country
- Content Immediately goes live
- Can approve any content submitted by Subscribers or Contributors that relates to **Any Country.**
- Can know when content has been posted that needs approval. (A notification email will be sent to the Central Admin)

Work Flow and Protocols

CONTENT

- **VIDEOS**

  Videos will be accepted in all popular digital formats including, avi, mpg, mov, flv, mpg2 and wmv. The videos will be automatically resized by the platform. Ideally videos should be approximately **10 minutes long**. However since the material is technical in nature longer videos will be accepted **up to 40 minutes in length**. Videos can also be submitted as segments (e.g. Part 1, Part 2, Part 3, etc.) with each segment **not exceeding 20 minutes**

- **PICTURES**

  Pictures will **ONLY** be accepted as **GIF, JPEG**. It is recommended that pictures for the platform **not exceed 2MB in size**, or **1280 X 1024 pixels**. All other picture formats should be converted to GIF or JPEG before uploading to the platform.

- **VIRTUAL TOURS**

  Virtual Tours will be accepted in **QuickTime VR format, or as image**

- **AUDIO**

  Audio clips will be accepted in **mp3 format** and **encoded no higher than 128kbps.**

- **MAPS**

  The exact addresses or coordinates of projects are required in order to update the **MAPS**. Project titles, a thumbnail and a brief description will also be necessary to update the project maps.

- **DATABASES**

  Databases are acceptable in CSV format

Speeches	An Address delivered by Key Energy Personnel - Ministers, Policy Makers, Technocrats must include, name of place, event, date and audience and name and title of person giving address.
Documents/Technical Presentations	A document giving technical detailed specifications of an Renewable Energy (RE) energy activity approximately 10 page or more.
Policy/Plan/Legislation	Statements which guide Renewable Energy (RE Actions). • Statements of Intent to implement energy activities • Laws which govern RE activities and actions
News Items	Brief concise information about recent RE events taking in a country of the region as a whole. Approximately 600 words.
Articles	A more detailed piece of writing about an RE topic/technology organized for publishing. Mainly reflects an author's point of view. Longer than news item, approximately 600 words.
Project	A major on going energy activity with a distinct beginning and end date. Must include details on goals, objectives, methodology outputs and if possible results.
Events	An event with title of event, start date, end date, location, time, country, name

- **T** of organizers, contact information.
  e
  xt based content

  All text based content will be submitted to the platform by cutting and pasting the data from the files into the **EDITOR** of the website. Data can be pasted from Text files, Word Documents, and Word Pad documents.

-

Site Structure

CIPORE Website has a **Main Menu** bar with sub menu items and a top navigation.

MAIN MENU

Info Centre

- Articles
- Speeches
- RE Policies, Plans and Legislations
- RE Statistics
- RE Projects
- RE Reports
- Documents & Technical Reports
- Energy Calculators
- RE Technology
- Fun and Games

Communications Centre

- RE Directory
- RE Forum
- RE Chatroom
- Subscribe to Mailing List
- Live Meeting Room

Demo Centre

- Video Galleries
- Photo Galleries
- Virtual Tours
- Downloads

Participating Countries (13)

- **Bahamas**
- **Barbados**
- **Belize**
- **Cuba**
- **Dominica**
- **Grenada**
- **Guyana**
- **Jamaica**
- **St. Kitts and Nevis**
- **St. Lucia**
- **St Vincent and the Grenadines**
- **Suriname**
- **Trinidad and Tobago**

CIPORE News

TOP NAVIGATION BAR

About Us
Contact Us
Job Vacancies
Links

TOOL BAR

- **Home**
- **How to Use This Site**
- **Browse by RE Source**

Accessing the Platform – LOGIN

The platform is accessible at www.cipore.org

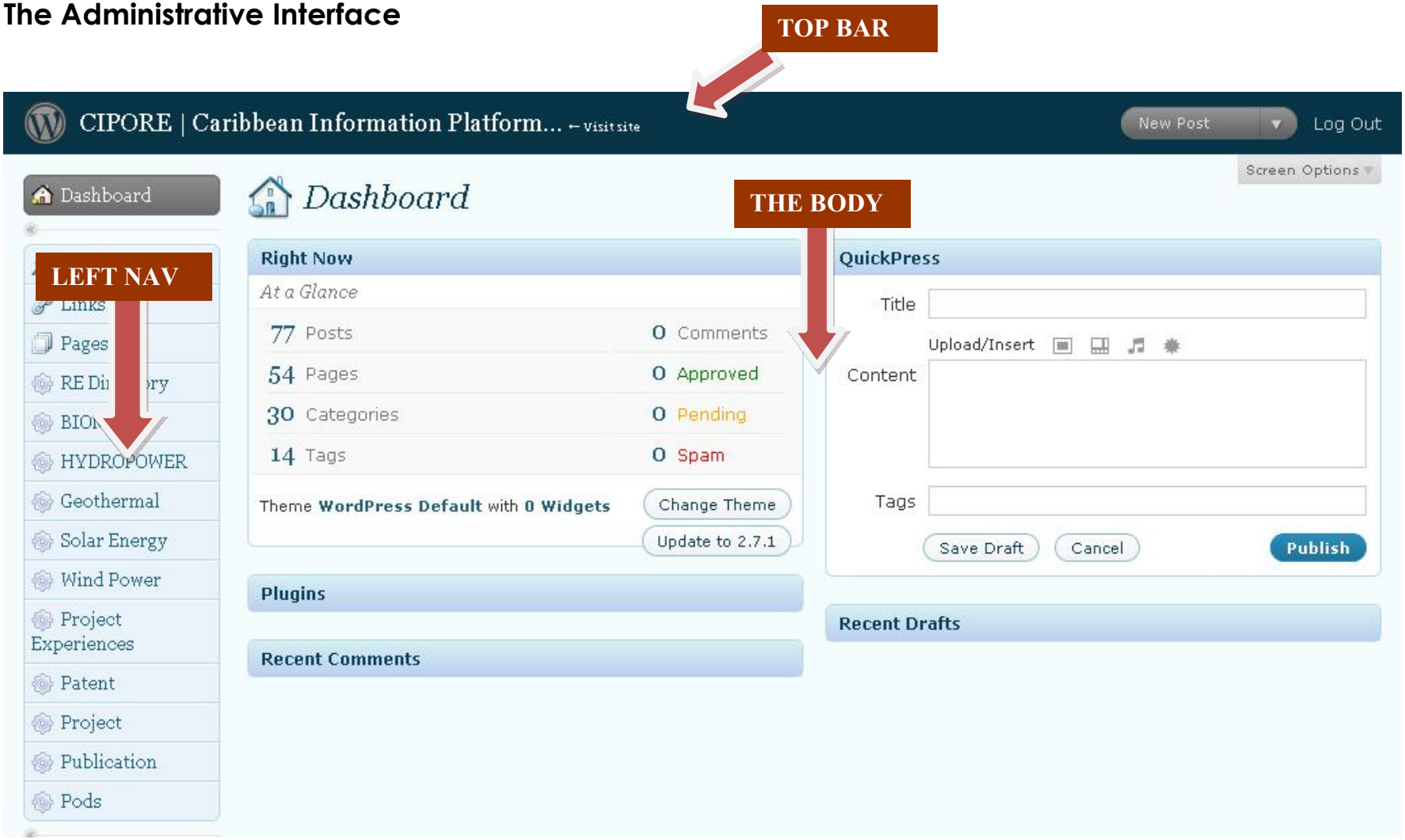
In order to mange content on the platform users are required to login using their assigned usernames and passwords. A login form is available on the homepage of the website. When a user logs in correctly the site then grants access to the **Administrative Interface.**

USER LOGIN
CIPORE site members can post content to the directory, submit news, articles, and events for administrator approval.
Username:
Password:
Login
Remember me | Register | Recover password

Note

- **Password Recovery.** If you have lost, or forgotten your password click on the password recovery link. The system will ask you to enter your username and the email address associated with your account. Once this has been entered
- Node Administrators and level 2 contributor accounts are created by the central administrator.
- Level 1 Contributors can register on the website by clicking on the REGISTER link.

The Administrative Interface



The **Administrator Interface** is distinct and different from the front end of the website. The **Administrator Interface** has three distinct sections as shown by the arrows above.

Note: This section of the platform allows different levels of access depending on what type of user has accessed it (SEE OPERATIONAL POLICY).

The left side of the screen contains the major navigational and functional aspects of the Administrative panel. All administrative tasks are initiated from that panel. The top section of the interface contains a link to the Homepage of the live site and quick links for commonly used functions. This section also has the **LOGOUT** link that **MUST** be used by administrators when exiting the Administrative Interface.

The third section of the page is the BODY. The BODY in this scenario is the section that loads information and functions relative to what is clicked using the Menus.

Functions (under left navigation)

Left menu items generally expand when clicked to reveal a submenu that provides options. See below.

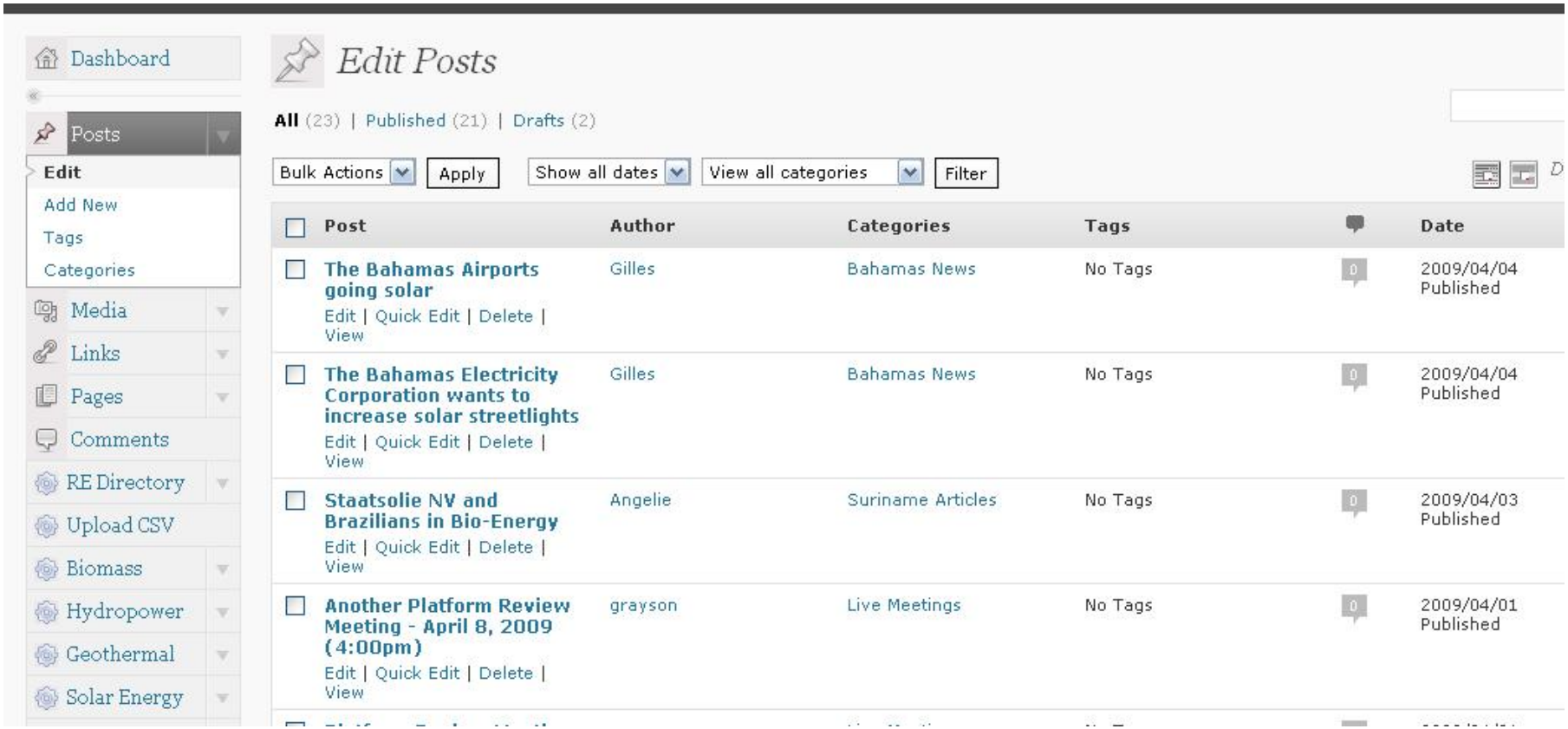
	Posts - This function is used to add news, articles, events, project profiles, speeches, policies, plans and legislations to the platform

	Media – This tab allows the user to add (and manage) images and video on the platform
	Links- This item allows users to add useful links to the links page. E.g. links to other RE platforms and websites.
	Projects – This items allows the user to add projects to the projects database

	RE Directory – This items allows the user to add contact information/CV's for PROFESSIONALS, PRIVATE AND PUBLIC SECTOR ORGNISATIONS and HOTELS to the Renewable Energy Directory
	Statistical Data Tables – allows the user to add statistical data on various Renewable Energy sources in the region.
	Gallery – Is a special feature that allows the user to create and manage galleries of images

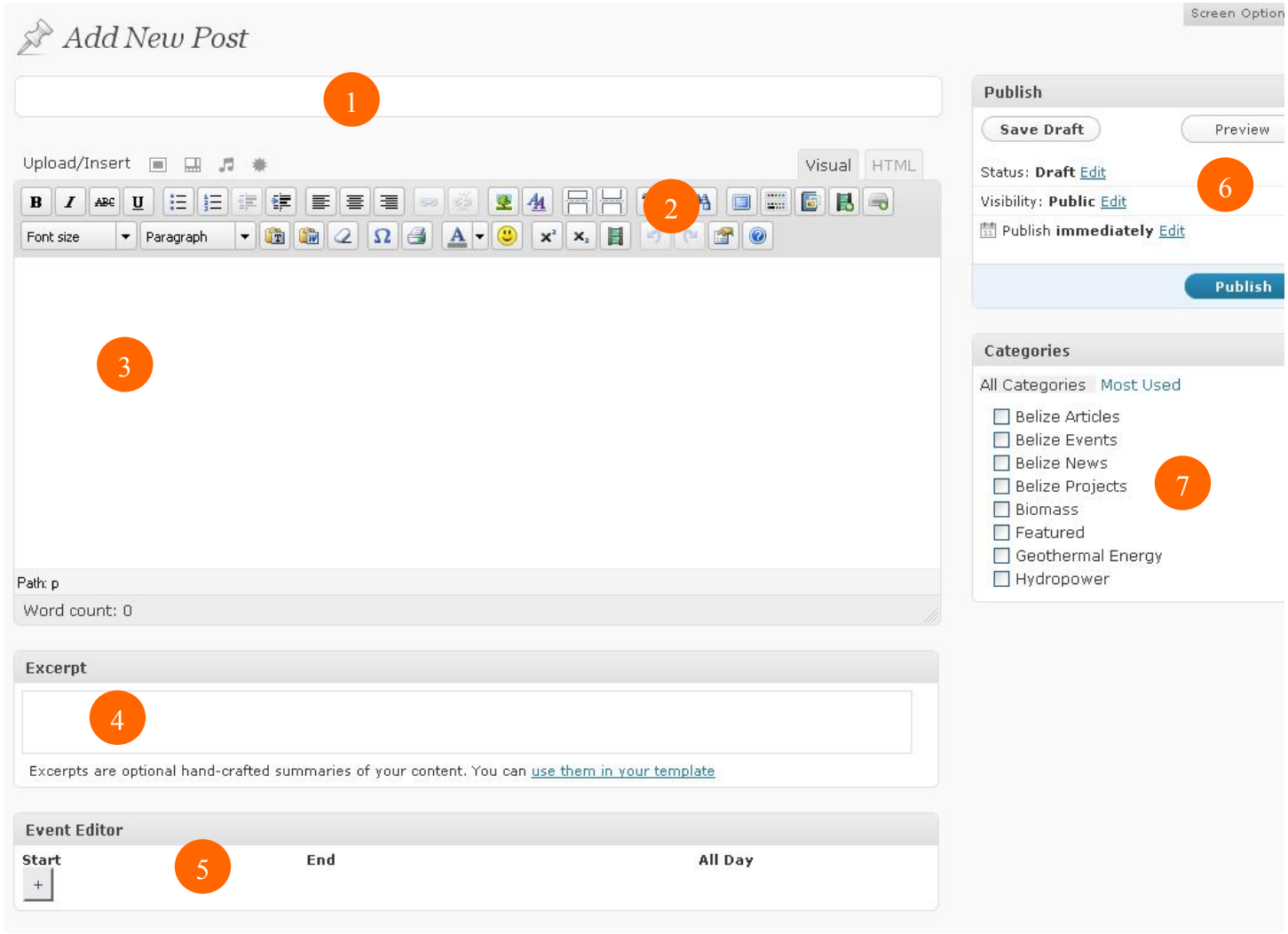
Articles, News, Events, Speeches, Project Profiles, Live Meetings, Policies, Plans and Legislations

Clicking on the POST button produces a list of items that have been "submitted" to the platform. In this section we examine submitting of text based content to the platform.



Posting

The Post is the basic and central interface for adding content to the platform. To add a new article, event, news item, project profile, speech, live meeting, etc, the user should click on the ADD NEW POST link under the POST menu.


Add New Post
Screen Option
1
Upload/Insert
Visual
HTML
2
Font size
Paragraph
3
Path: p
Word count: 0
Excerpt
4
Excerpts are optional hand-crafted summaries of your content. You can use them in your template
Event Editor
Start
End
All Day
5
Publish
Save Draft
Preview
Status: Draft Edit
Visibility: Public Edit
Publish immediately Edit
6
Publish
Categories
All Categories
Most Used
Belize Articles
Belize Events
Belize News
Belize Projects
Biomass
Featured
Geothermal Energy
Hydropower
7

Seven features have been labeled in the image above.

1. This the **Title** of the post (article name, project name, new article name, event name)

2. This is the **main toolba**r of your web based document editor. This tool bar has all the "tools" necessary to edit and publish your post.

3. This is the **main text area** of the post. The full contents of post will be placed in this area including any audio, video, or downloads.
4. **Excerpt.** This section requires that the user enter an "excerpt" of the item in "3" above. This excerpt is used as a summary of the post by the CMS/ Platform and in some cases it will be displayed on the front end of the platform after publishing.
5. **Event Editor.** If the post being made is actually an event then the dates are set in the event editor.
6. **Publish.** The publish section allows the user to set the exact date on which the "post" should be visible on the platform. This can also be used to set the "actual date" on which an article was first published (sometimes this is a past date) in order to make sure that content on the platform is arranged in a chronological manner.
7. **Categories.** This is a critical part of posting. The user is required to click on one or more categories shown in order to "classify" the content being posted. See the table below. Please note that Belize is being used here for demonstration purposes.

Category Selections	Interpretation
Belize Project, Wind	**Type of Post: Project Profile** This means that we have a project profile from Belize with a focus on Wind Energy
Belize Event, Geothermal	**Type of Post: Event** This means that we're posting an event on the Belize Home Page. Further the Event is classified as dealing with Geothermal Energy.
Belize News, Solar	**Type of Post: News Article** This means that we have a news article on solar technology in Belize

The Process of Posting

Preparation

To post an article, news, project profile or event the following is necessary.

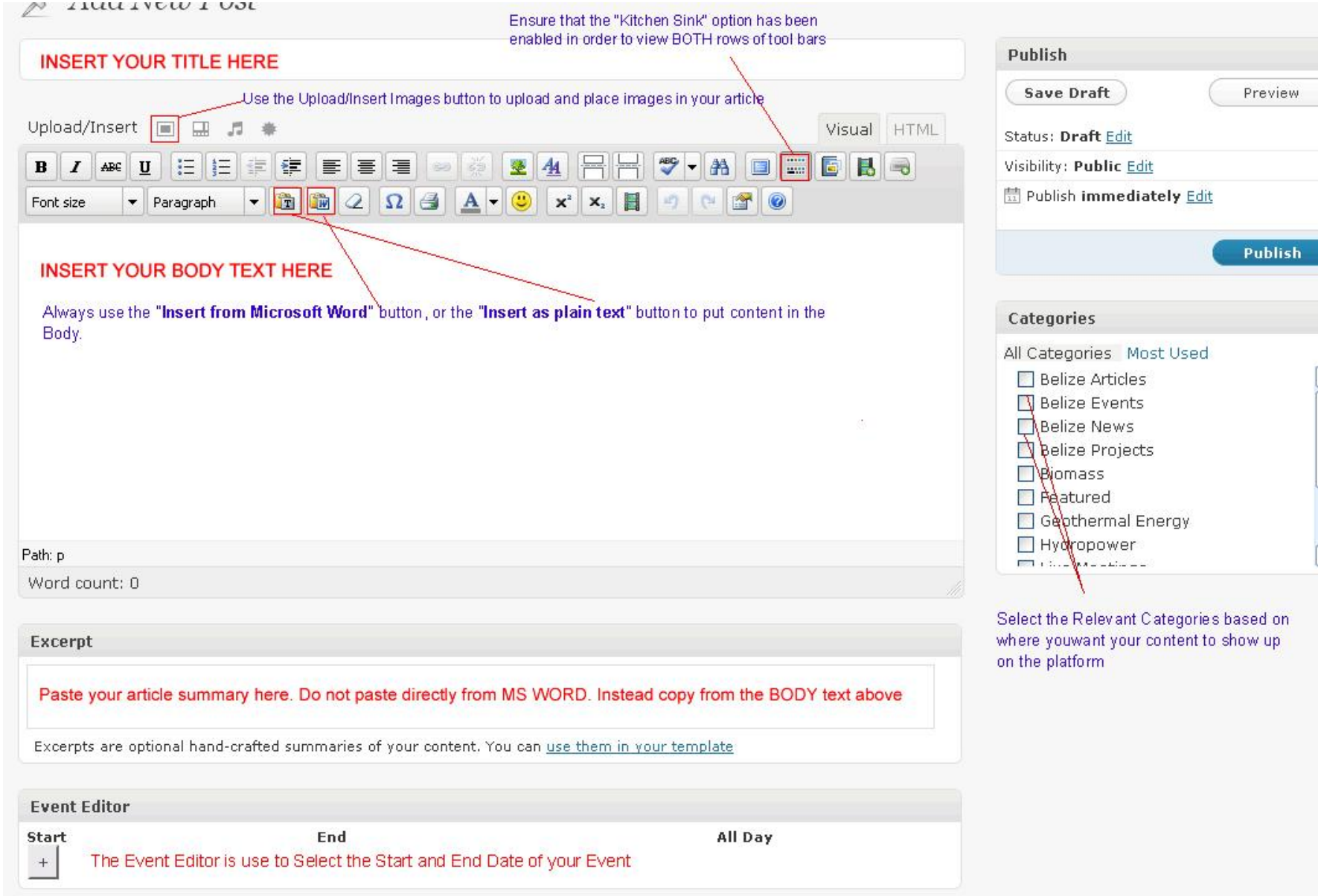
1. Title of the item
2. Summary of contents for the excerpt field
3. Body of the Content
4. The categories that must be selected
5. The date the news article was published
6. The author of the news article

Posting

See the image on the next page

1. Insert the title of your post into the TITLE section
2. Ensure that that the "Kitchen Sink" button is on so that both toolbars will be visible
3. Paste your text into the Body of the editor using the "Insert from Word", or the "Insert as Plain Text" options
4. Insert the necessary credits (source) at the bottom of the article along with the date.
5. Cut and paste a summary of the main article into the EXCERPT section.
6. Select the appropriate categories for the article.
7. If there is an image to add to the article, click on the upload/Insert Image button. (SEE Inserting Pictures)
8. If there is a video to add to the article click on the insert FLV button. Please note that this option is only to be used if a video has already been uploaded via the WORDTUBE option under MEDIA. (SEE Inserting Videos)

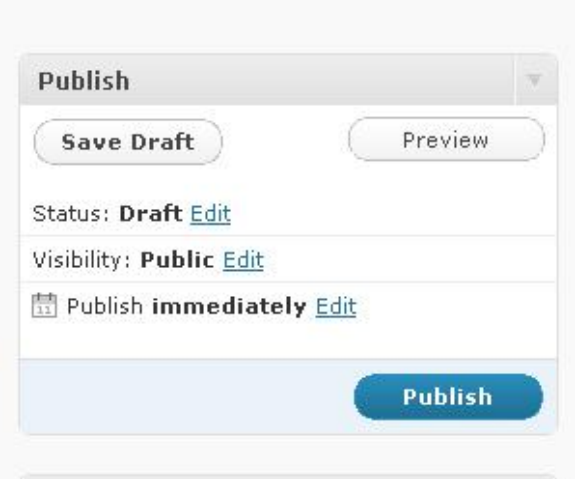
Follow the instructions in Red and Purple below


Ensure that the "Kitchen Sink" option has been enabled in order to view BOTH rows of tool bars
INSERT YOUR TITLE HERE
Use the Upload/Insert Images button to upload and place images in your article
Upload/Insert
Visual
HTML
Font size
Paragraph
INSERT YOUR BODY TEXT HERE
Always use the "Insert from Microsoft Word" button, or the "Insert as plain text" button to put content in the Body.
Path: p
Word count: 0
Publish
Save Draft
Preview
Status: Draft Edit
Visibility: Public Edit
Publish immediately Edit
Publish
Categories
All Categories
Most Used
Belize Articles
Belize Events
Belize News
Belize Projects
Biomass
Featured
Geothermal Energy
Hydropower
Select the Relevant Categories based on where youwant your content to show up on the platform
Excerpt
Paste your article summary here. Do not paste directly from MS WORD. Instead copy from the BODY text above
Excerpts are optional hand-crafted summaries of your content. You can use them in your template
Event Editor
Start
End
All Day
The Event Editor is use to Select the Start and End Date of your Event

Events

The Event Editor, shown above is accessed by clicking on the button with the " + " sign labeled start. To setup an event, you need a start date, an end date, and beginning and ending times. If an event is "All Day" there is the option to select. The ARROWS above show the date, then time, and finally the ALL DAY check box.

Publishing



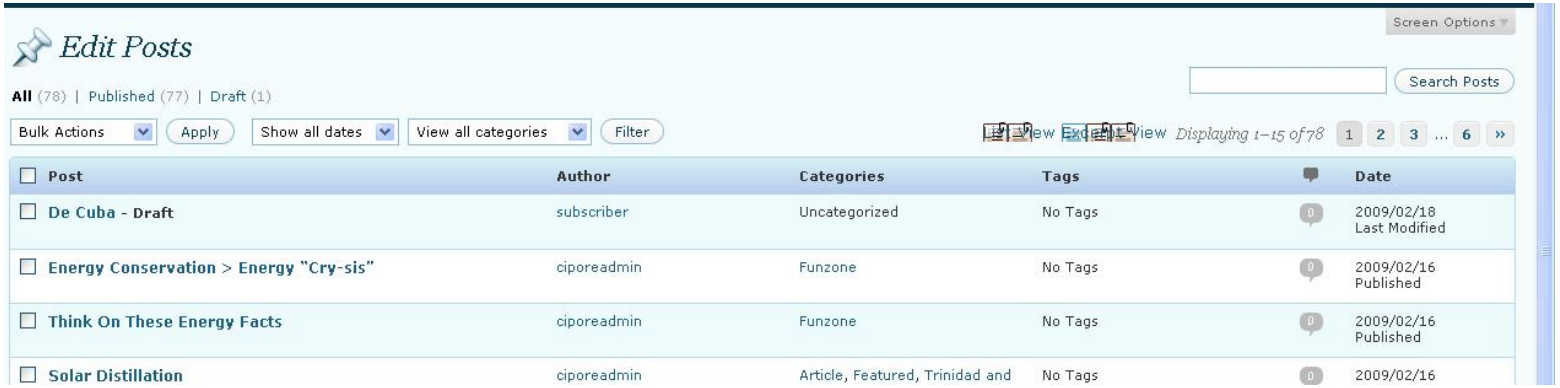
At any point in the process you may click on the "preview button" to see what the article will look like on the front end BEFORE sending it live to the platform.

Click on the **EDIT** link beside the **PUBLISH IMMEDIATELY OPTION.** The option to set a publish date will appear. Put in the actual date when the article was published (by its original author). If the article was written by you and will be published "Today" then there is no need to use this option. If the article is one that you want to show on the website two weeks from now, then a future date can be set through this option.

Publish

After you have finished preparing your post you can then select the PUBLISH button to publish the item and have it shown from the front end of the platform.

The List of Posted Items (Editing/Deleting)



As a rule, clicking on the POST BUTTON or the EDIT button under the POST MENU will produce a list of "posts" that have been placed there by you the user. This is certainly true for Level 1 and 2 Contributors, but Node Administrators also see posts that belong to their country. Node Administrators are in effect country administrators and therefore have sight of all country content.

A note on Editing and Categories

When creating a post the user selects the relevant categories for the "post". Categories like, COUNTRY NEWS and COUNTRY PROJECT are totally in control of the Node Administrator for that country. However categories like BIOMASS and WIND are more general. Therefore even though a Node Administrator can select a general category, a node admin will not be able to change a category assignment from BIOMASS to WIND. This will be the responsibility of the Central Administrator. If a Node Administrator wants to change a category managed by the Central Administrator, go to the POST interface select the STATUS link under the PUBLISH section and select PENDING REVIEW, or email SUPPORT@CIPORE.ORG

Pictures and Galleries

Preparing pictures

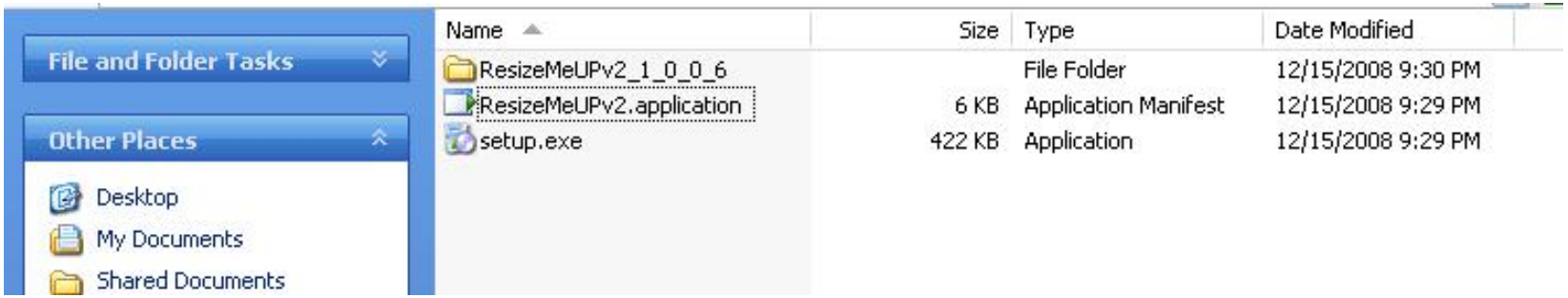
As stated before under **Workflow and Protocols**, Images that are larger than 1024 x 768 pixels should not be uploaded to the platform. Therefore, images that are larger than this specified size should be resized. You can check on the size of an image by right clicking on the file name and checking its properties – in most operating systems there is a SUMMARY TAB that will show the width and height of the image in pixels.

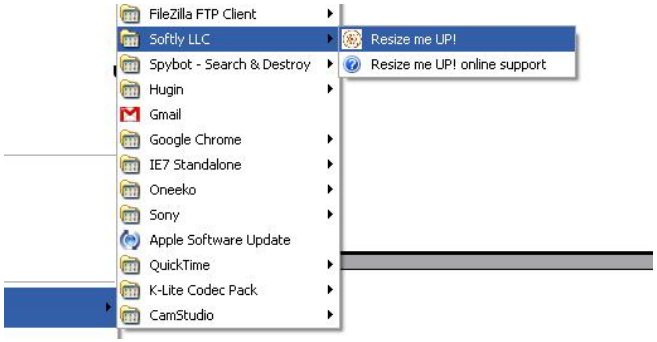
Resize me up 2.0

To resize our images we use an easy to use image manipulation tool known as **Resize me up.** Resize me up may be downloaded from

http://www.cipore.org/tools/

Once the file has been downloaded, the zip file should be unzipped to a folder of your choosing. The files below will show when unzipped. Clicking on setup will install the program.





Once the program has been installed it can be accessed by going to PROGRAM FILES > SOFTLY LLC > RESIZE ME UP 2.0

You can place an icon on the desktop for easy access.

Using ResizeMeUp 2.0

The Resize me interface consists of three sections.

1. SOURCE IMAGES
2. RESIZE SETTINGS
3. OUTPUT

Source Images – In this section the user clicks the ADD button to add the image(s) that need to be resized.

Resize Settings – In this section the user chooses the size that the resized images will have. The STANDARDS dropdown can be used here and 1024 x 768 should be selected.

Output – In this section we choose the folder that we want our resized images to be placed in. Clicking RESIZE will cause the program to process the images.

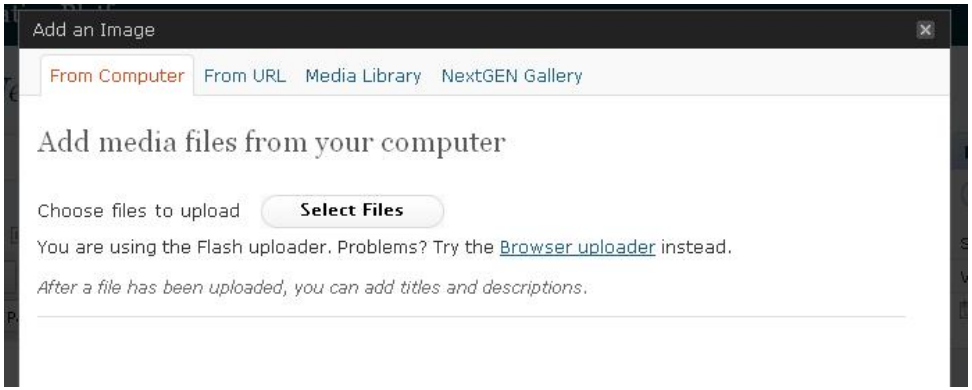
When processing is complete a message will appear as shown below. "FAILED to RESIZE: 0" indicates that the process has been completely successful.

Note: ADD PREFIX and ADD POSTFIX are not mandatory. They may be used if you wish to add a particular bit of text before and or after your filename.

Understanding Pictures and Galleries on CIPORE

On CIPORE images or galleries can be inserted in **ANY post** (article, news, project profile, and event). Images and galleries will also be shown on the **homepage** of the Demo Centre and on the Photo Galleries page of the Demo Centre. The contents of the Demo Centre are under the direct control of the central administrator, but all other galleries and images can be inserted to Posts by a Node Administrator. If you have created a gallery in a post and you also want it to be displayed in the Demo Centre, please contact the Central Administrator and make the necessary request.

Inserting a Picture

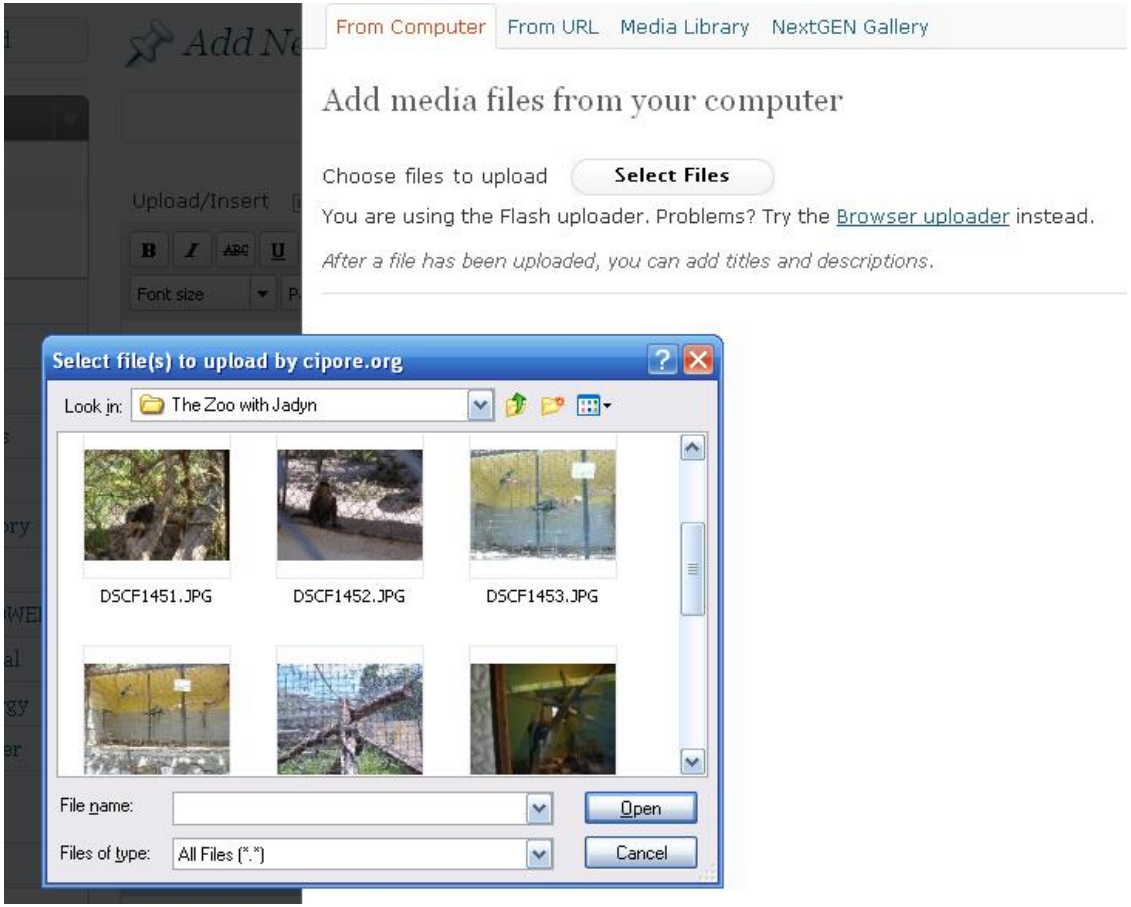

Add an Image
From Computer
From URL
Media Library
NextGEN Gallery
Add media files from your computer
Choose files to upload
Select Files
You are using the Flash uploader. Problems? Try the Browser uploader instead.
After a file has been uploaded, you can add titles and descriptions.

From the POST interface click on the **Insert image** button

Images can be inserted in 4 ways:

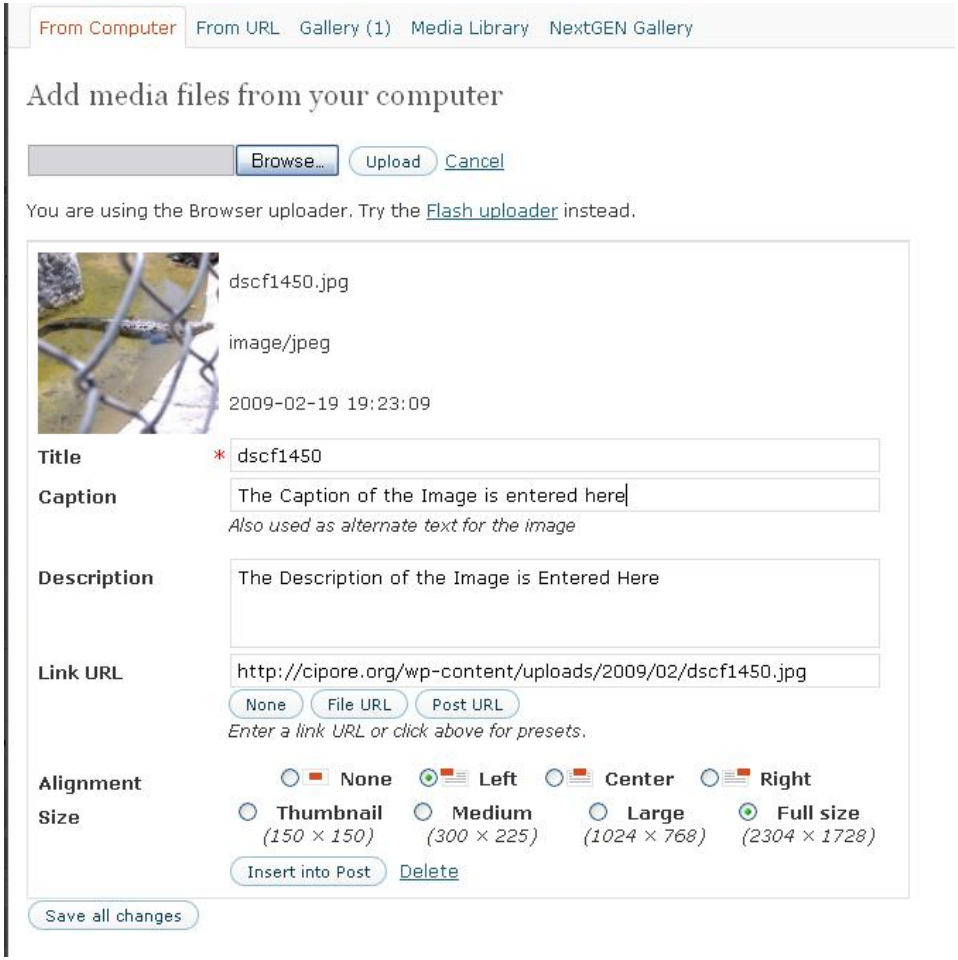
1. From the Computer that you're using
2. From a URL – a link to an image on another website
3. From the Media Library – this is a list of previously uploaded images (already on the Platform)

By default upload from your computer is selected.



Clicking on **Select Files** will open a window allowing you to select media from your computer

Once the appropriate image has been selected click upload.

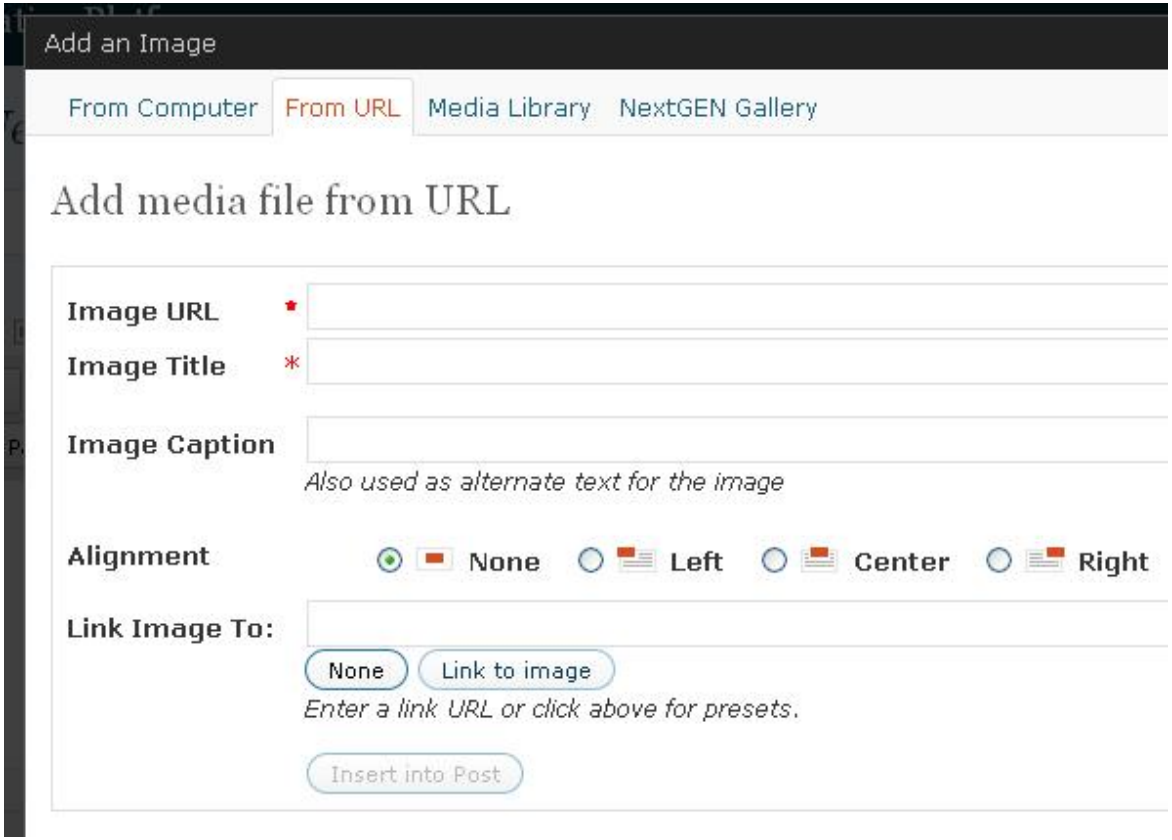


In the example to the left an image has been uploaded. The user now has the ability to apply a **caption** and **description.** The user can set the size and alignment of the image in the post before clicking on **INSERT INTO POST.**

If an image will be inserted at full size then the image should not be wider that 630 pixels

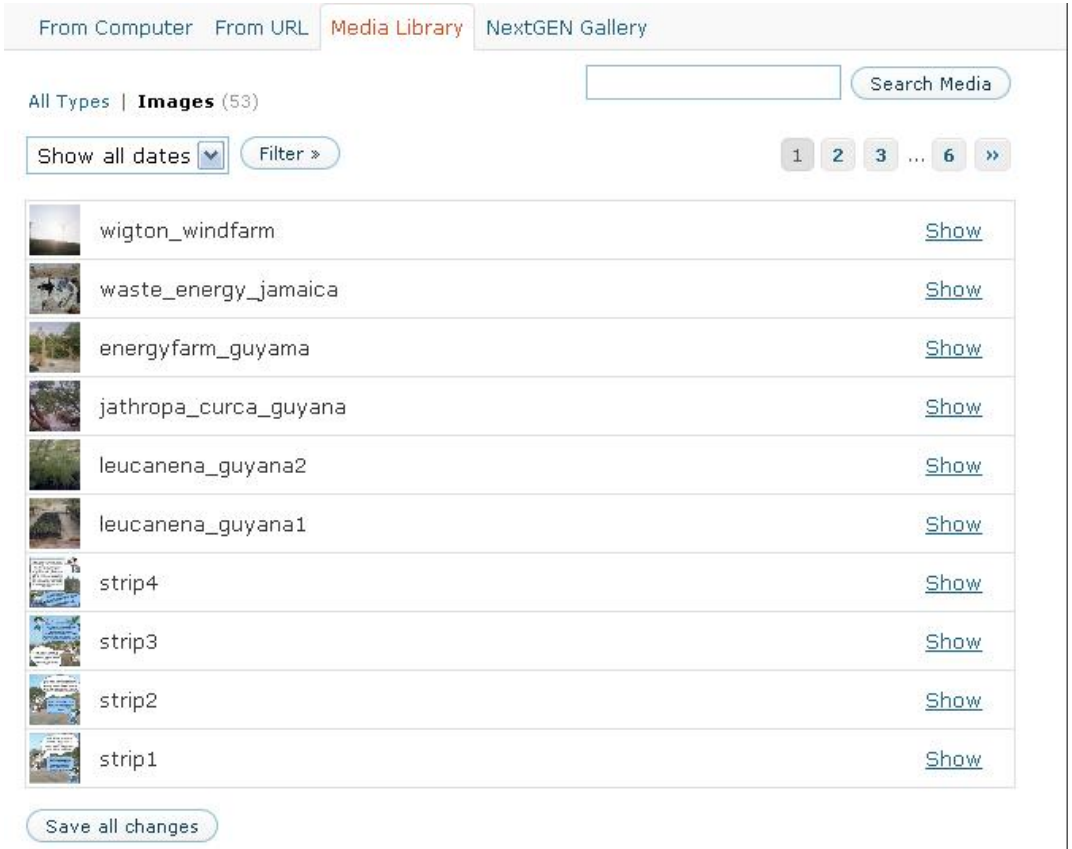
Please note that images should not be uploaded that are larger 1024 x 768 pixels

Inserting images from a URL



Adding an image or any media by URL will require a direct URL to the media. Once the URL has been inserted, title, caption and alignment can be adjusted before inserting into the post.

Insert an Image from the Media Library



The **Media Library** contains previously uploaded media. Media can be searched or filtered by date added. Once an image or video has been found the user can click on the show link to view details on the media before inserting it into the page

Inserting a Gallery

In order to create a Gallery of Images the following steps are required.

1. Create a Gallery Name
2. Add pictures to the gallery

Clicking on the **ADD GALLERY / ADD IMAGES** link will take the user to a page that first gives the option to type a Name for the Gallery.

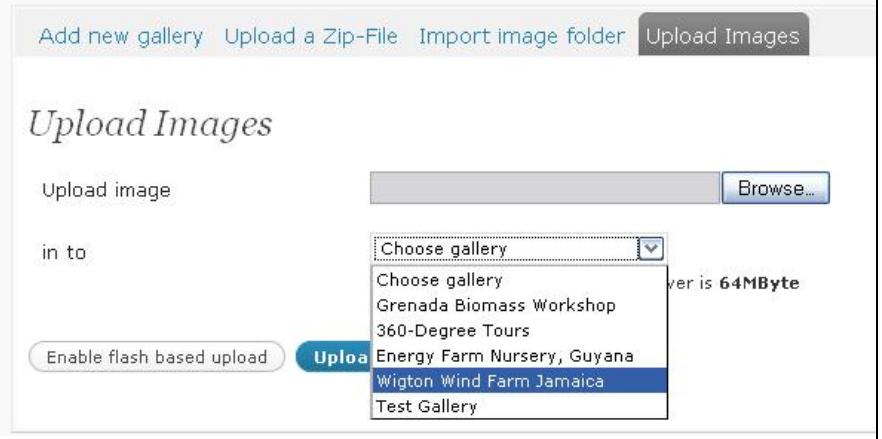
Add new gallery
Upload a Zip-File
Import image folder
Upload Images
Add new gallery
New Gallery:
Type in Gallery Name Here
Create a new , empty gallery below the folder wp-content/gallery/
(Allowed characters for file and folder names are: a-z, A-Z, 0-9, -, _)
Add gallery

Once a Gallery has been created the page will reload and a status message will appear.

"Gallery TEST GALLERY successfully created.
You can show this gallery with the tag [gallery id=31]. "

The text TEST GALLERY has been highlighted because the gallery will be named whatever the user decides. The number 31 has been highlighted because the system will generate a unique number for your gallery.

Once the gallery name has been successfully created the other options in the interface can be used.

Upload Images	Upload a ZIP FILE
	

To add images to the gallery that you created, click on UPLOAD IMAGES, or UPLOAD a ZIP FILE as shown above. Select the NAME of the gallery that you just created. Select the images, or the Zip file of images that you want to upload to the gallery.

Note: If you want to add images to a gallery that has already been created, you can go directly to the UPLOAD IMAGES or UPLOAD a ZIP FILE options since the gallery name would already exist.

Inserting your Gallery in a Post

Once a Gallery has been created and populated with images a user can then go to the POST interface. Use the INSERT MEDIA GALLERY OPTION (1st tool bar, 3rd button from the right)

Note: A Gallery of images cannot be inserted into a post if the gallery was not previously created.

When "**Insert a Gallery"** is clicked the user will see the following:

The appropriate gallery is selected then a short bit of **code** will be inserted in the body of the post – for example - **[nggallery id=1].** This code tells the platform which gallery to use in the particular post. The gallery will now be visible by **preview** or on the **platform** if published.

Video

Understanding Video and Playlists on CIPORE

CIPORE allows users to place video on any Post. Cipore also allows videos to be shown in the Demonstration Centre and in particular the video galleries page in the Demonstration Centre. On the Video Galleries Page there is a playlist of video for each country. Node Administrators have access to control the playlist of videos for their countries.

Preparing Video for Cipore

Cipore accepts videos in Flash Video Format (FLV). This means that regardless of the type of video that may be captured by a camera, it must be converted to FLASH VIDEO before it is uploaded to the platform.

Cipore recommends Pazera Video to Flash Converter. The Pazera Converter can be downloaded at

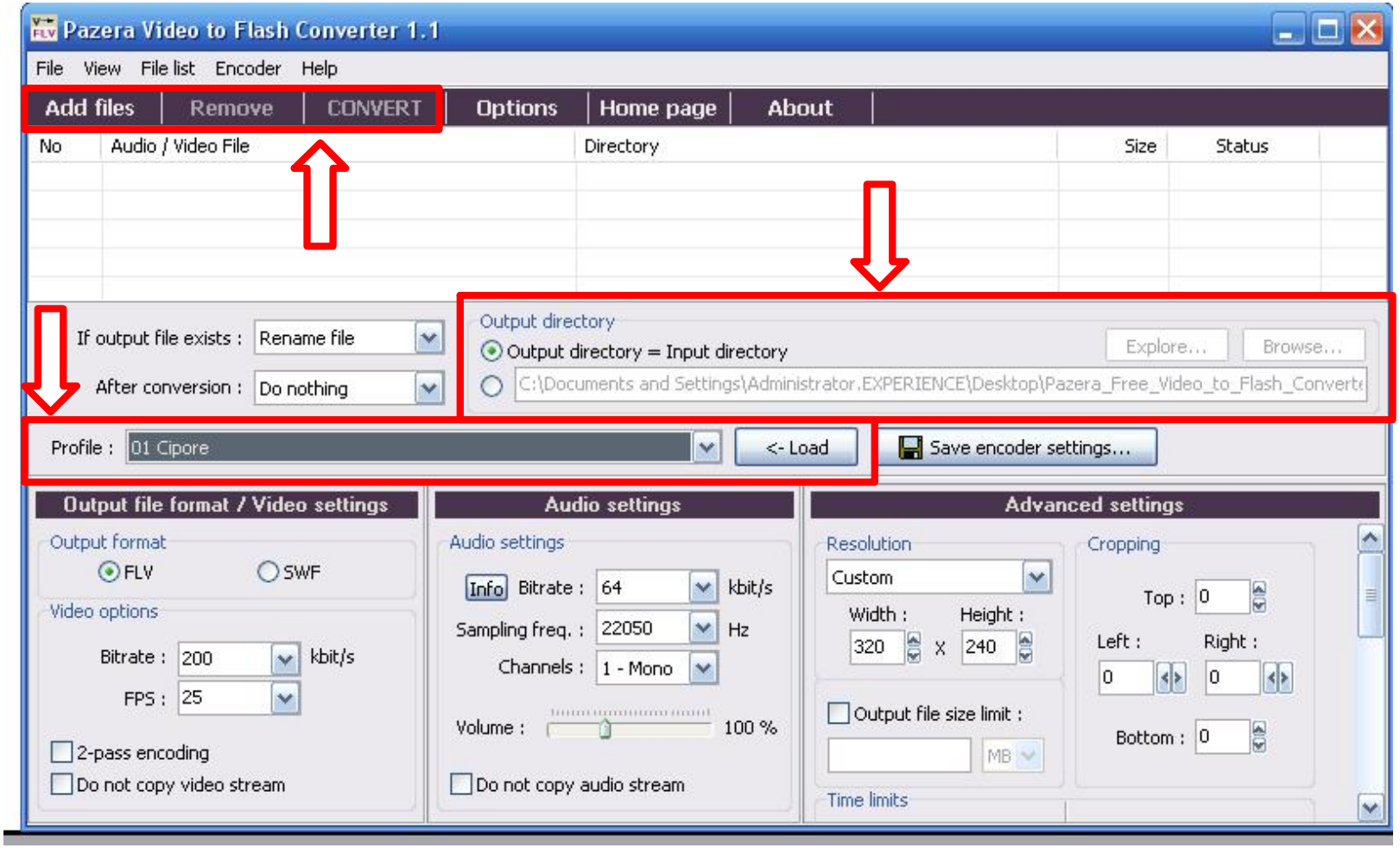
http://www.cipore.org/tools/

Once the ZIP file has been downloaded it should be extracted to a suitable location. Please note that this converter does not **install** like a regular program. Instead it runs independently from a folder. The user is advised to place it in a convenient location or to create a shortcut for easy access.

Once the program has been unzipped you will see three files, as shown below

TO INSTALL PAZERA VIDEO TO FLASH CONVERTER - click on the RUN ONCE shortcut. This will install some codecs to your computer, and then it will close. Once this is complete you are ready to use the converter.

Converting Video



The Video Converter interface has three main sections that are highlighted by red boxes above. The first box contains the items of the menu that will me most used. The ADD files button allows the user to select the file(s) that are to be converted. The remove button allows the user to remove a file that was selected for conversion, from the list. The Convert button is used to start the conversion process.

The second box deals with the location to publish the new file. By default, the program will place the new FLV video in the same directory that the source video comes from. The interface, however, offers you the option to place the FLV in a folder of your choice.

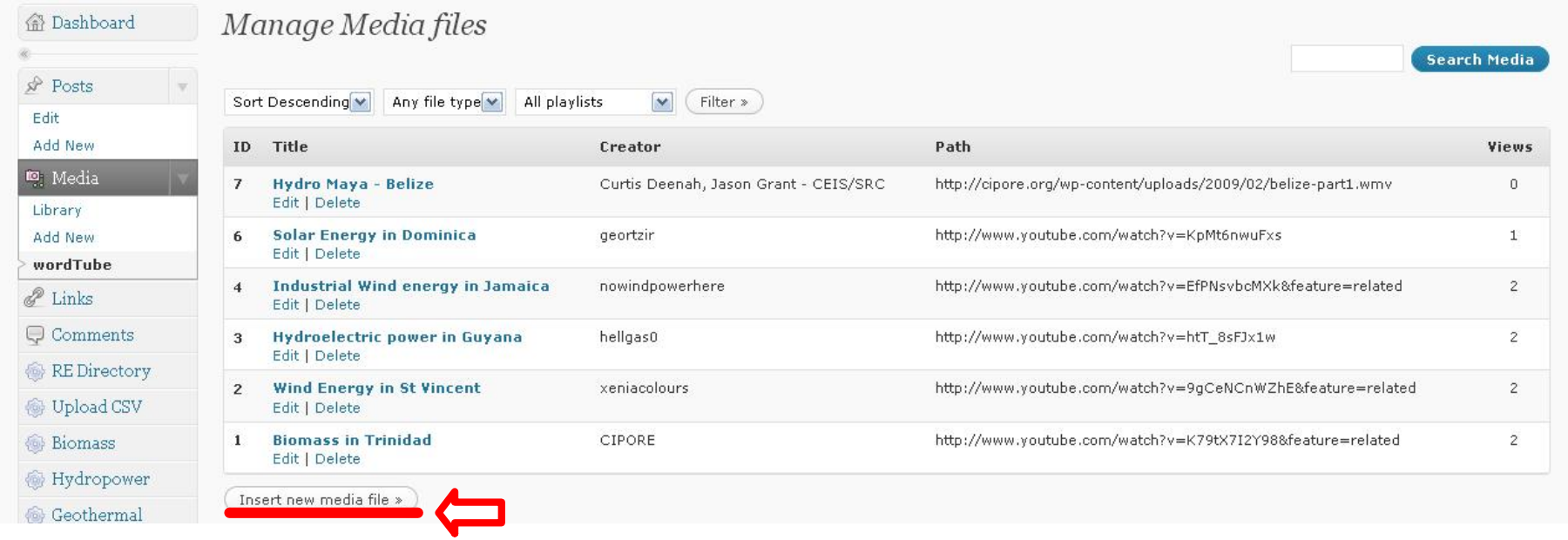
The third box is labeled profile. This is used to select preconfigured video conversion settings. A profile has been created that is labeled CIPORE. That profile should be selected from the dropdown list. Then the LOAD button should be clicked. This will load the video conversion setting recommended for the platform.

The Process

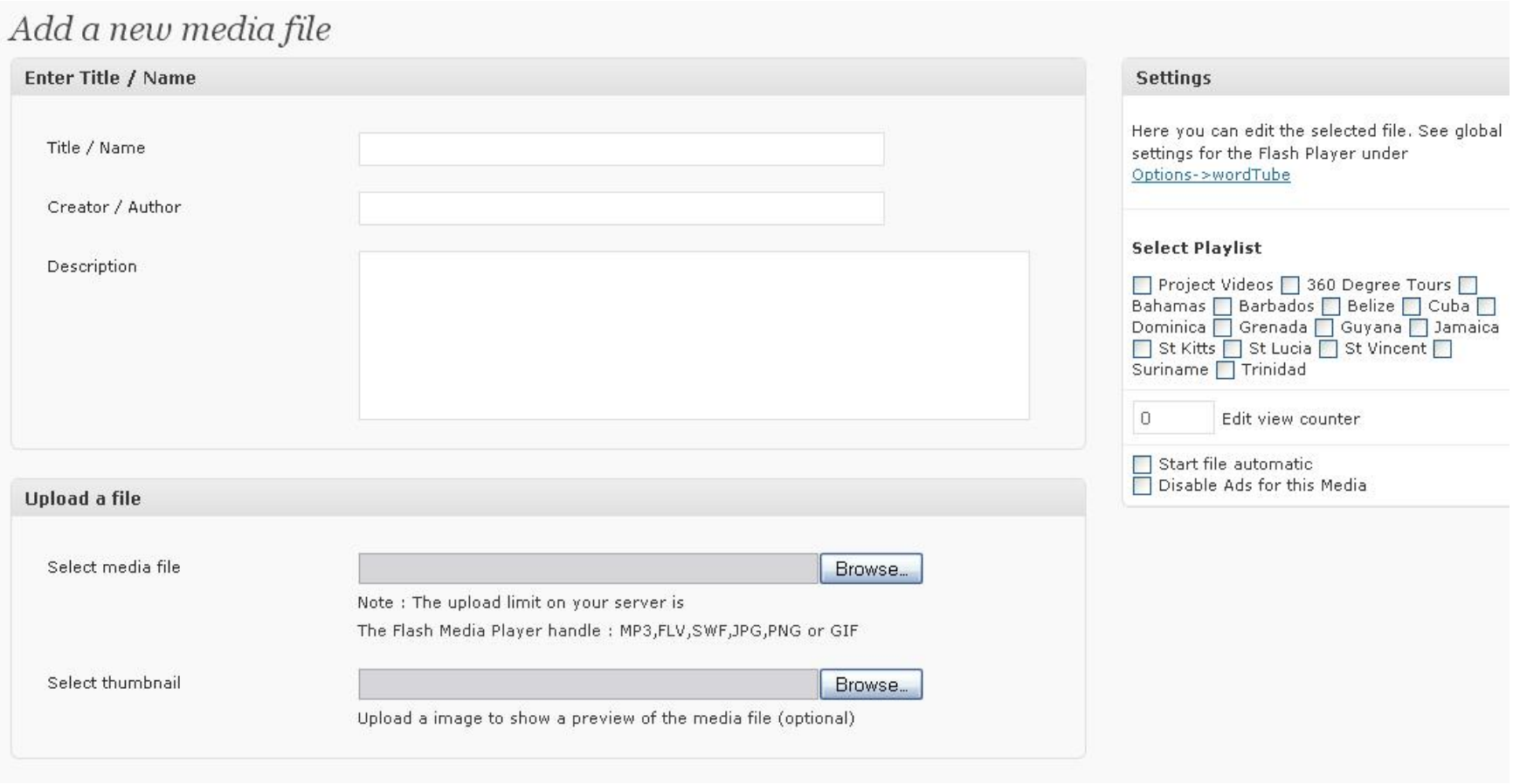
1. Add videos to be converted using the ADD button in the top menu
2. Select the directory you want to place the final files, or leave it as default
3. Select the preconfigured setting labeled CIPORE in the profile section
4. Click on convert in the top menu.

Inserting Video in a Post, or adding Video to a Country Playlist

Video on CIPORE is managed thought the WORDTUBE menu item under the MEDIA menu.



To add a video, click on the INSERT NEW MEDIA FILE button.


Add a new media file
Enter Title / Name
Title / Name
Creator / Author
Description
Upload a file
Select media file
Browse...
Note : The upload limit on your server is
The Flash Media Player handle : MP3,FLV,SWF,JPG,PNG or GIF
Select thumbnail
Browse...
Upload a image to show a preview of the media file (optional)
Settings
Here you can edit the selected file. See global settings for the Flash Player under Options->wordTube
Select Playlist
Project Videos 360 Degree Tours Bahamas Barbados Belize Cuba Dominica Grenada Guyana Jamaica St Kitts St Lucia St Vincent Suriname Trinidad
0
Edit view counter
Start file automatic
Disable Ads for this Media

Process

1. Enter a title , author and description
2. Under UPLOAD A FILE, browse to the location on your computer that has the FLV file that you wish to upload. (The select Thumbnail option is not necessary)
3. **IF** this video must also appear in the COUNTRY GALLERY in the Demonstration Centre, then use the SELECT PLAYLIST section to select the country player that you want the video to be added to. The video should only be added to the COUNTRY PLAYER for which the video is relevant.

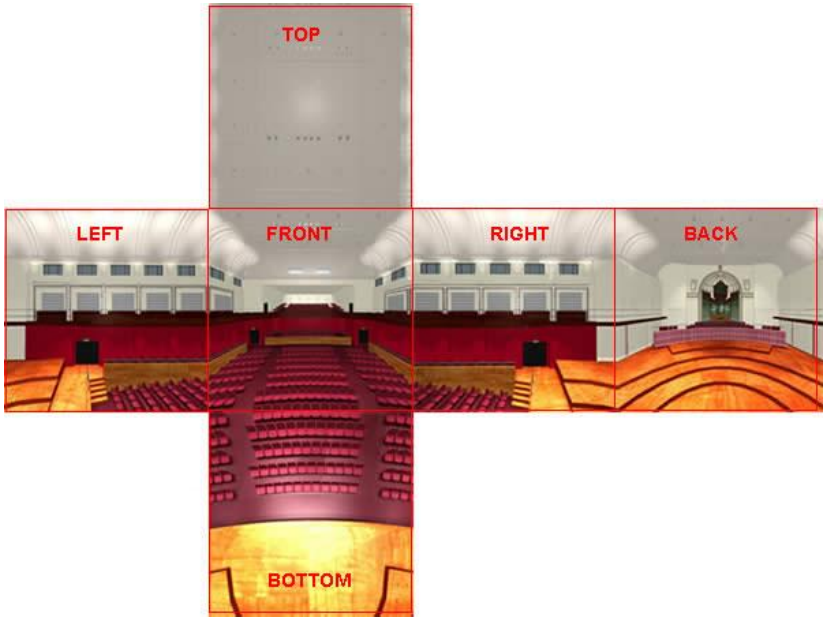
4. Once the video has been uploaded the video can now be inserted into a regular post (news, articles, project profiles and events). From the post interface select the INSERT FLV Button. The Insert FLV button can be found on the 1st layer of the tool bar, second item from the right.

Once the insert FLV Button is clicked you will now see the option to select a video to insert into your post. Select a video from the list. You can also set the dimensions of the video as you would like it to appear in the post. Once insert is clicked, a snippet of code will be inserted in the post: [media id=6 width=540 height=240]. The number 6 is highlighted because this will vary from post to post. Width and Height will depend on user preferences

Please note.
Videos should not have a size larger that 630 Pixels wide.

360 Degree Tours

Cipore is configured to create 360 degree tours using 6 images or a publish QuictimeVR file (.mov format). The 360 degree panorama is created from 6 cube faces or 6 images that are placed on the 6 faces of a cube.



The camera is rotated at 90 degrees between each image as seen in the image to the left. Each segment is square and represents a face of the space - front, back, left, right, top and bottom.

It is recommended that the images required for the 360 tours be produced by a professional because of the technical nature of the process.

1. Shoot photos of Location
2. Use software to Stitch photos together
3. Render QuickTime VR, or publish photos.

For more information please check the following resources

Video on the Panorama Creation Process

http://www.fromparis.com/video/make_a_quicktime_vr_in_10_mnts_english.mov

Photography for Panoramas

- Information - http://en.wikipedia.org/wiki/Panoramic_photography
- Basic Guideline - http://panorama.firmtools.com/help/howto/shooting.html
- Tutorial Part 1 - http://www.pcworld.com/article/102921/digital_focus_make_a_panoramic_photo.html
- Tutorial Part 2 - http://www.pcworld.com/article/110702/digital_focus_ultimate_panoramic_photos.html
- Tutorial Part 3 - http://www.pcworld.com/article/126211/digital_focus_shooting_photos_for_panoramas_part_1.html
- Tutorial Part 4 - http://www.pcworld.com/article/126339/digital_focus_shooting_photos_for_panoramas_part_2.html

Panorama Software

Free Panorama Photo Stitcher – HUGIN

- Windows - http://downloads.sourceforge.net/hugin/hugin-0.7.0_win32-setup.exe
- Mac OSX - http://downloads.sourceforge.net/hugin/hugin-0.7.0_mac.dmg

Equipment

- Tutorial explaining equipment - http://www.panoguide.com/howto/panoramas/gear.jsp

Files & Downloads

Files can be inserted into any post.

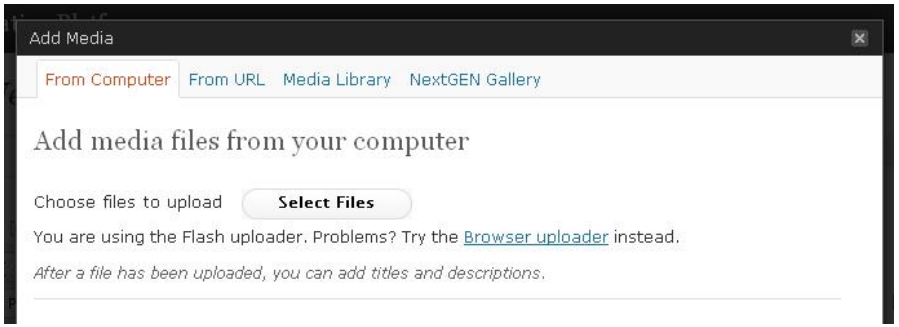
Process:

1. Create a new post, or open an existing one

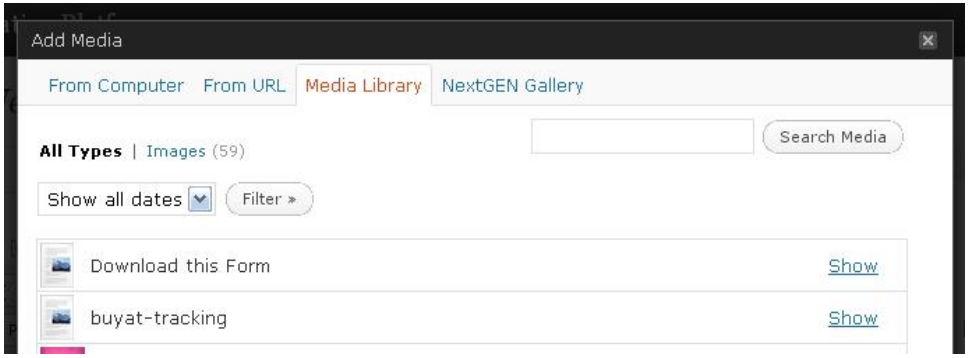
2 Click on the ADD MEDIA Button

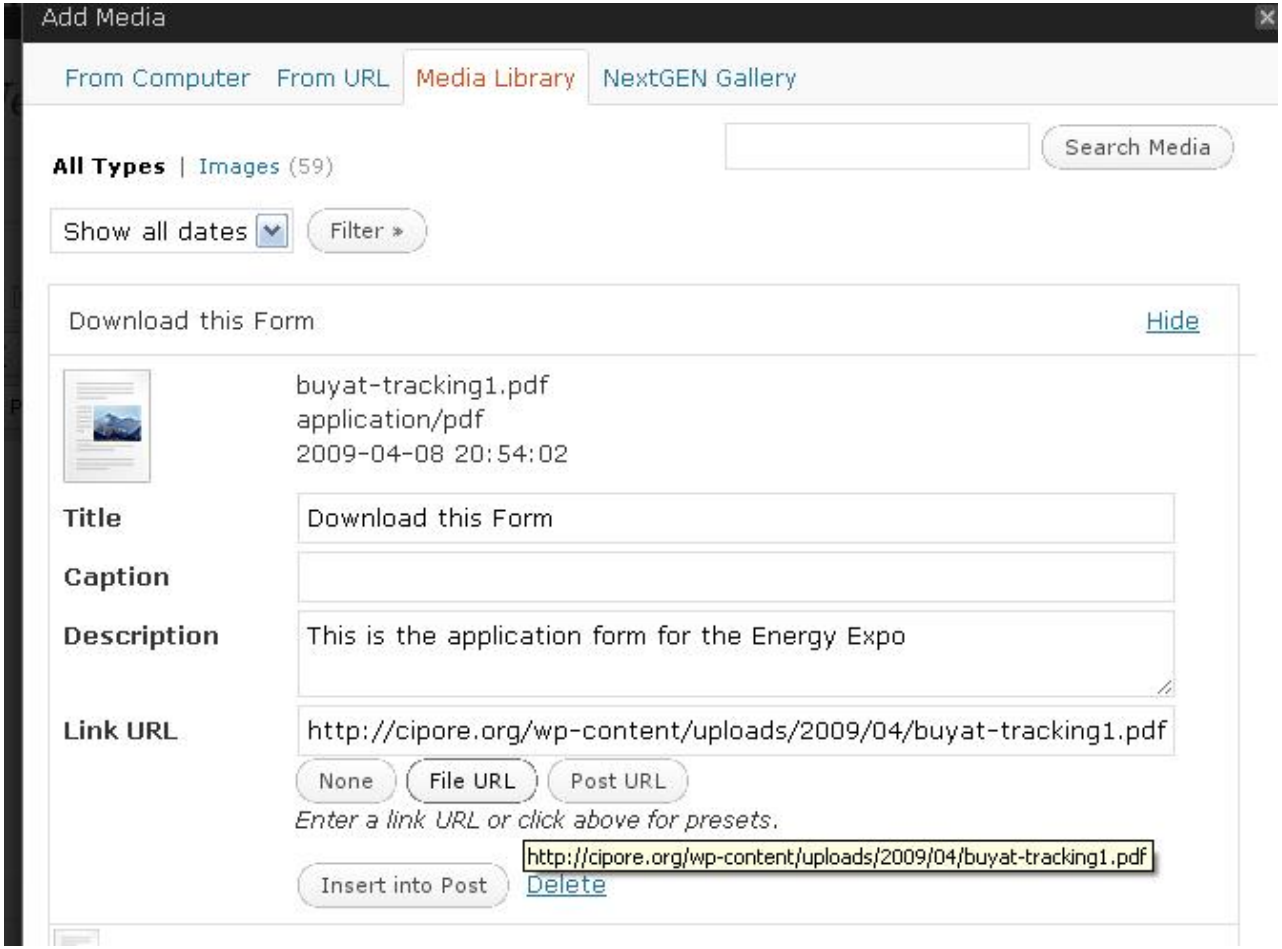
at the top of the post interface

3. Upload a file from your computer


Add Media
From Computer
From URL
Media Library
NextGEN Gallery
Add media files from your computer
Choose files to upload
Select Files
You are using the Flash uploader. Problems? Try the Browser uploader instead.
After a file has been uploaded, you can add titles and descriptions.

Or Select a file that you have already uploaded from the MEDIA LIBRARY





Once you have uploaded an image or if you have selected one from the media library ensure that:

1. Create a reasonable title. The title will become the text link to the file.
2. Include a description so that it will be easy for you to see what the file is about when you see it later
3. Click on the File URL button to connect the title to the file.

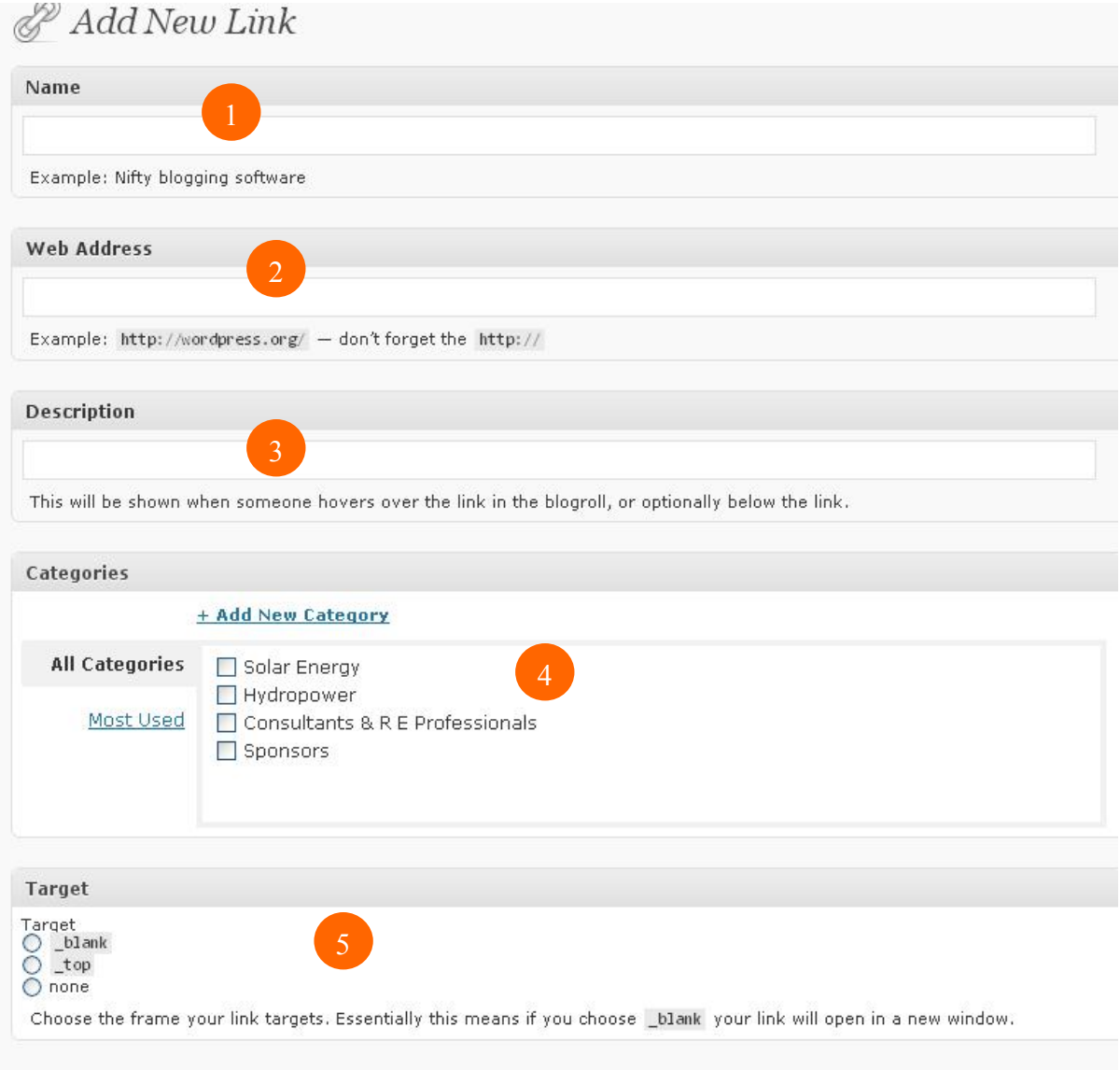
Click insert into Post to insert the file.

Once the file has been inserted it will show in the post on the live site as shown below

Download this Form

Links

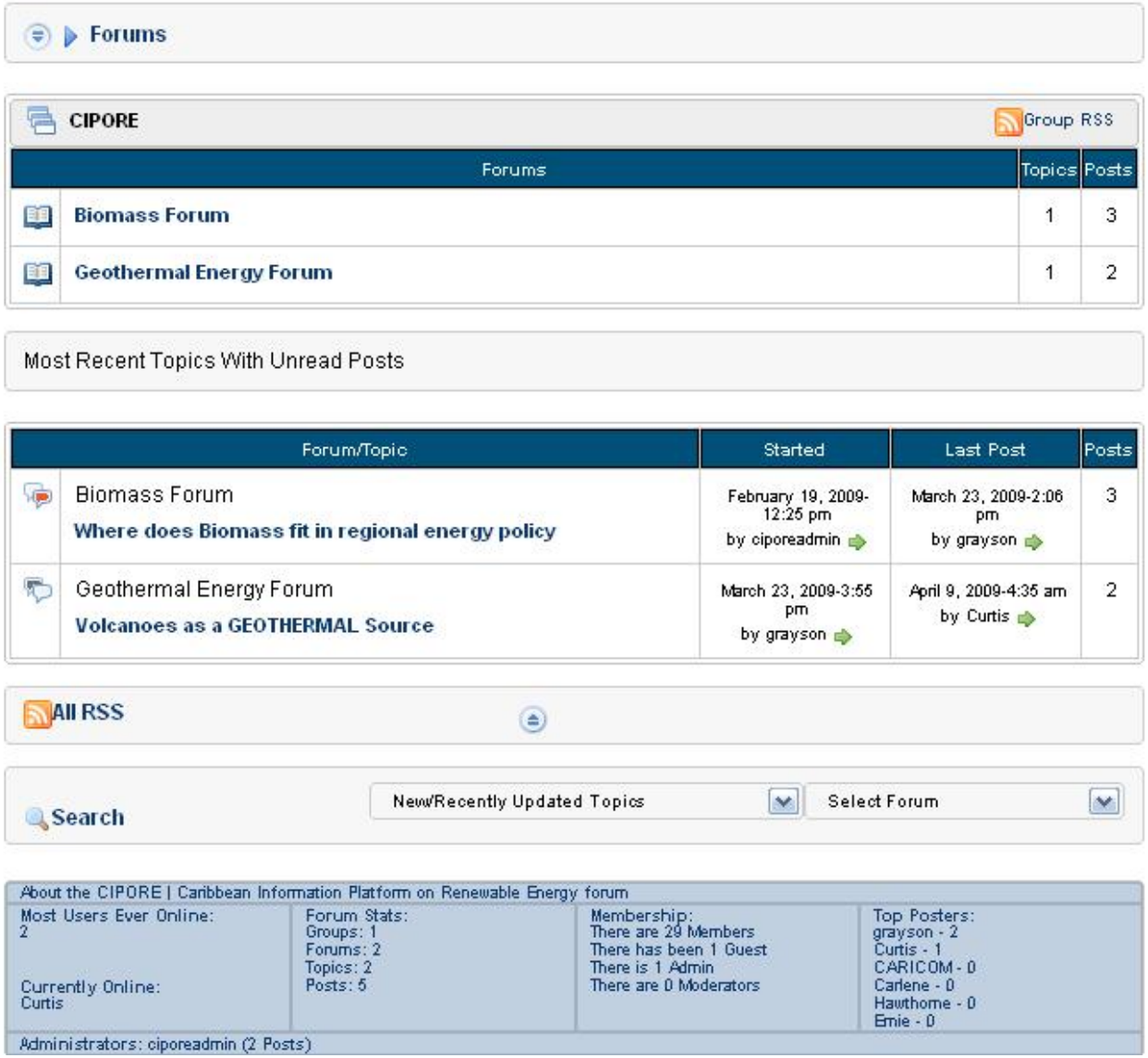
Links can be added to the links section by clicking on the ADD NEW link under the LINKS menu.



Process:

1. Enter the name that you want the link to have
2. Enter the link to the website
3. A Description of the link
4. Select the Category that the link belongs to
5. Select TARGET _BLANK – this will mean that when the link is clicked it will open the website in a new window

Communication Centre



Using the FORUM

A forum, as the word suggestions, is an online tool that allows the users of a website to engage in "threads" of discussion. A forum will have general categories in which topics are put forward and discussed forming a "thread" of sequential responses to the initial question or comment.

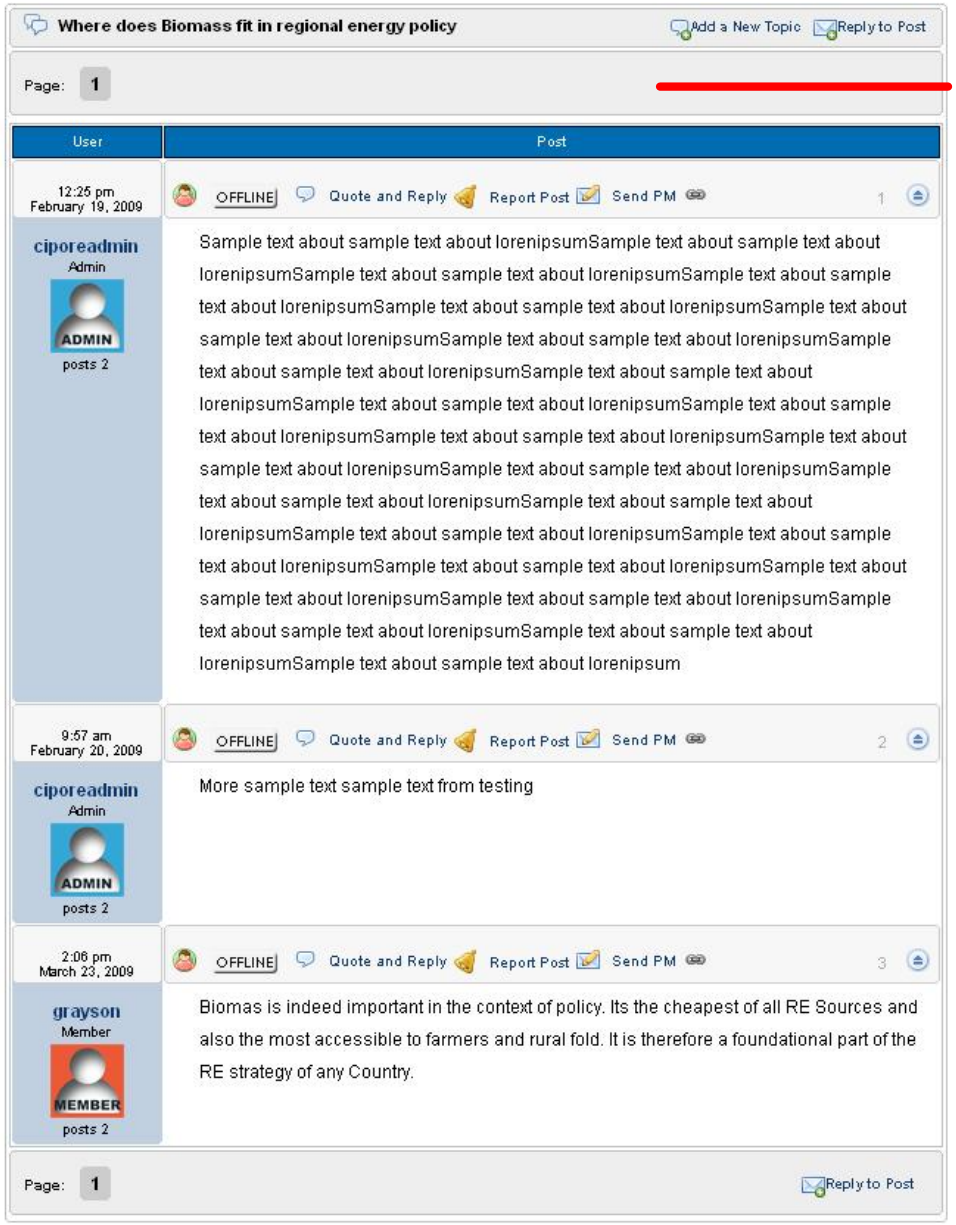
The home page of the RE forum is shown on the left. The top section of the FORUM shows the main categories of the FORUM. It also shows the number of topics posted in each forum and the number of "posts" in each.

The second section of the forum home page shows most recent activity.

Viewing a discussion

From the forum home page, click on a category

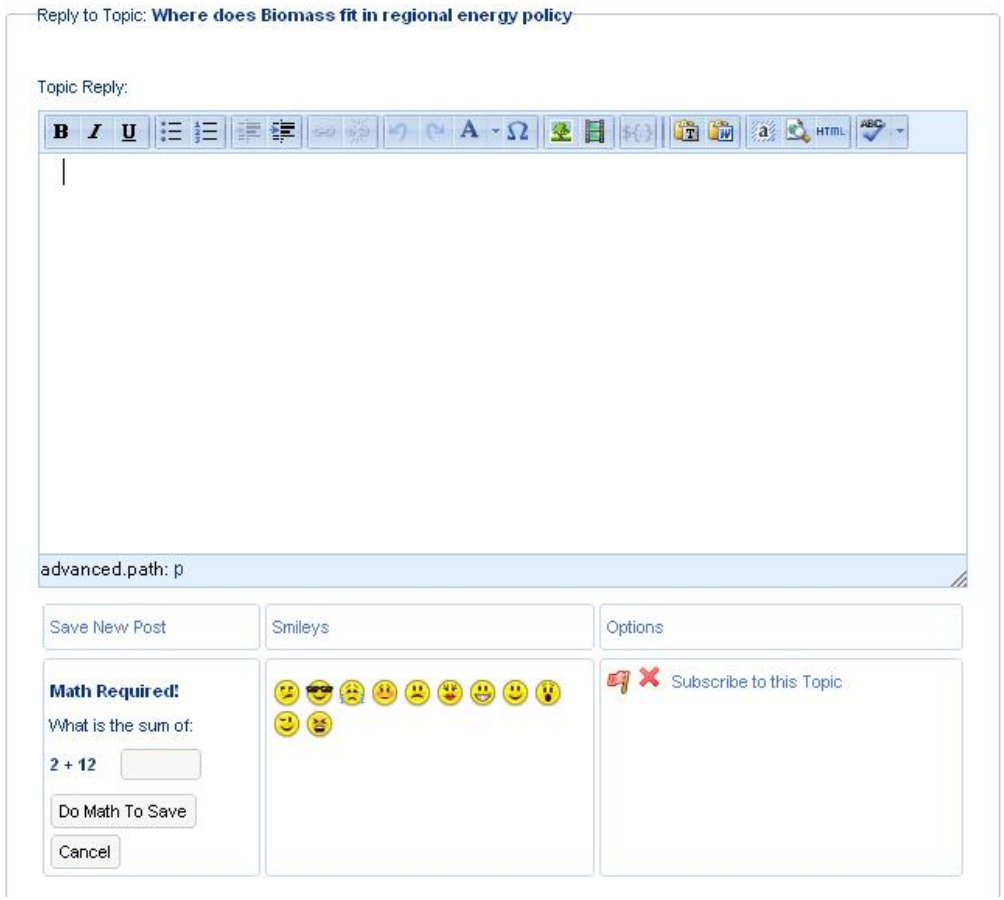
In this example we have clicked on the BIOMASS category – you will note the label – BIOMASS FORUM. You will notice that you can add a topic for discussion by clicking on the ADD NEW TOPIC BUTTON to the top right of this section.



Once a topic is clicked we can see the thread of the current discussion

A user may reply to a post or join this discussion by clicking on the REPLY to POST BUTTON at the top and bottom of the interface.

Posting to the FORUM



NOTE: If you have an account on cipore .org then you have access to the forum. The site and the forum use the same username and password. To post to the FORUM you must be logged in. The forum automatically places a link at the top of the FORUM to allow you to login. IF you are logged into the site in general then you are given automatic access to the FORUM.

The posting interface of the forum is relatively simple. A user can write messages in the BODY section and format it as needed. The paste from word, and paste as plain text functions exist for persons who may have written a response and desire to paste it into the editor.

There is a section that allows icons to be included in the conversations.

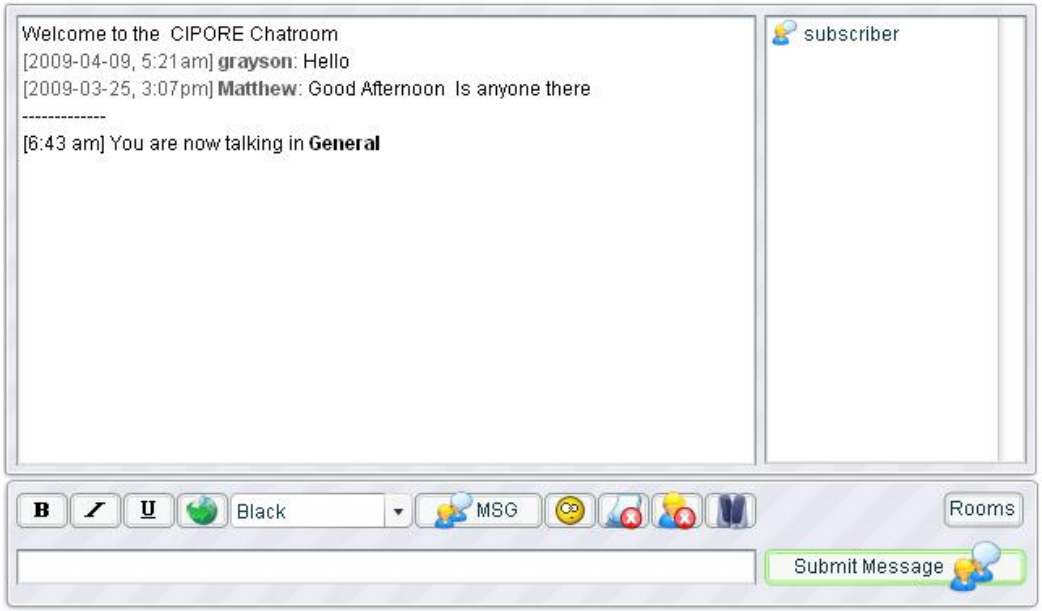
To the bottom left of the screen there is the SAVE NEW POST button. However because so many SPAM bots automatically post SPAM to forums we have installed a security feature. This feature asks the user to do some simple mathematical exercise. The idea here is that a SPAM bot will not be able to solve the math problem and thus we have verified that a human being is interacting with the forum.

Using the Chatroom

The Chatroom is located under the Communication Centre Menu. Only registered users of the site can access the chatroom.

If you have an account on CIPORE.ORG, use this username and password to access the CHATROOM.

Once the username and password is entered the site will then ask the user to select a chatroom.



In the Chatroom, the user will be able to

- Use formatting tools for messages
- Send links
- Send private messages
- Use emoticons
- Clear the screen of messages
- Turn on/off sound effects
- Logout
- Switch to another room

Live Meetings

Live meetings are help on CIPORE by integrating with a popular online conferencing tool known as DIMDIM. All Node Administrators will be able to

- Join meetings
- Start meetings
- Post meeting information to the platform

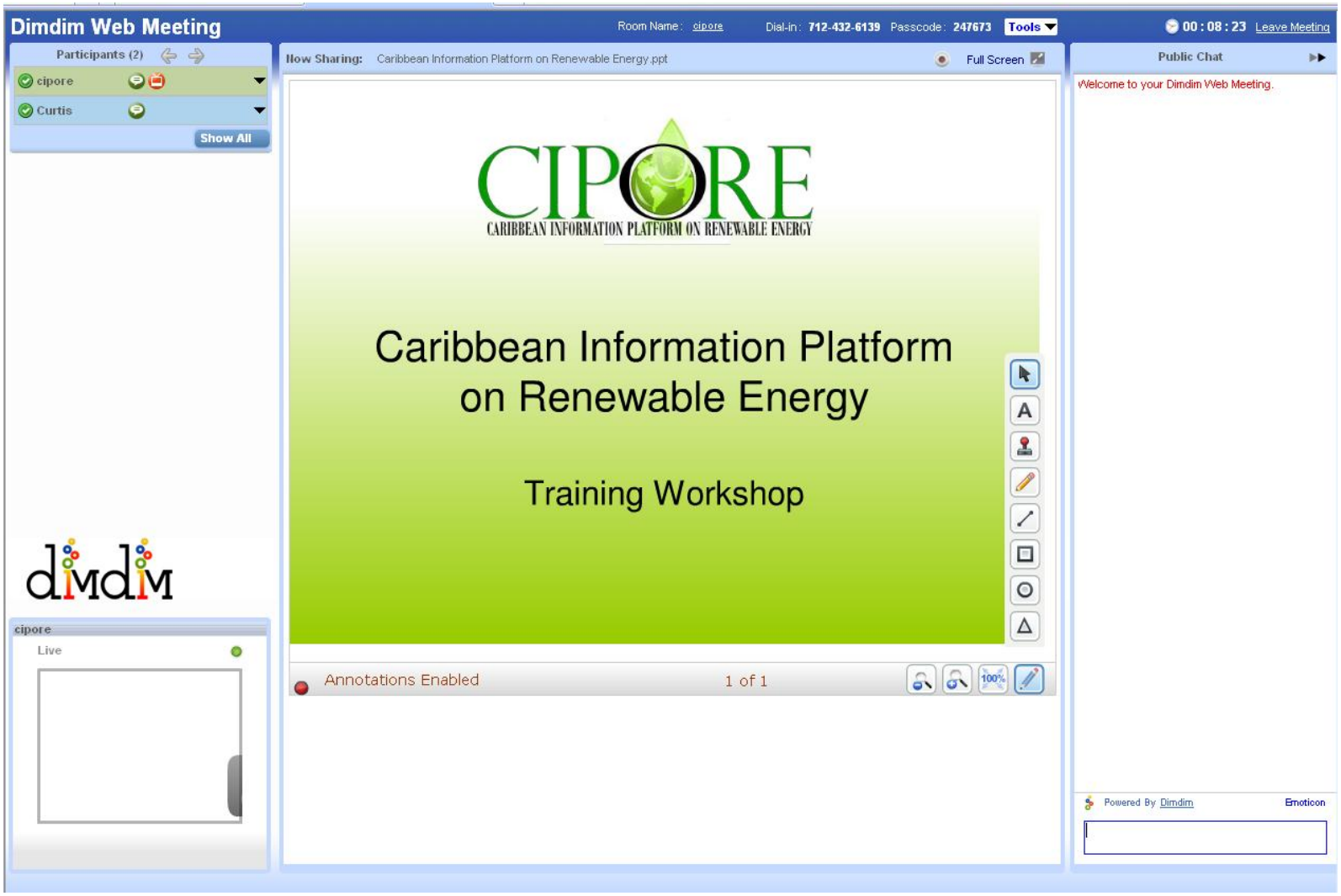
Participating in a Conference

If you are going to participate in a meeting you will receive an email with a link to the meeting room. That link will take you to the online meeting room and request that you enter your name. Some meetings may require a meeting code that would have been sent along with the link to the meeting.

When the JOIN button is clicked the system then loads the conference platform. A number of checks will be done to ensure that your system meets the requirements for the conference.

The conference interface will then load.

Please ensure that your headset and webcam is connected.

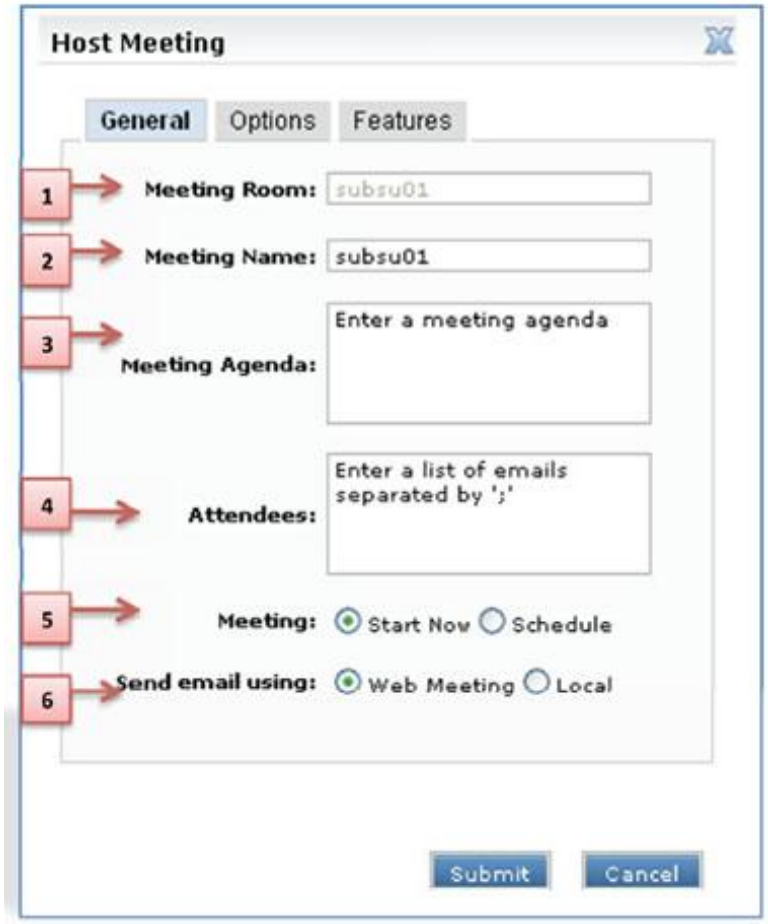


The DIMDIM interface is composed of three columns. In the first column the complete list of participants in the conference will be visible. This column will also show the presenter's video stream. The middle column contains shared content from the presenter. It can show presentations that the presenter is running, websites that the presenter is visiting, or the presenter's desktop. The last column allows text chat with the conference participants.

Sundar | Settings | Meeting Info | Feedback | About | End Meeting
Upload
Screen
Whiteboard
04 : 25 : 02
Chat with All
Participants (2)
Sundar
Spartacus...
Invite
Manage
PowerPoint | PDF
Assistant | Test Audio & Video | Full Screen
Welcome to your Web Meeting.
Spartacus has joined the meeting.
Show Items
Desktop
Whiteboard
Private Chat, enable A/V, Chat permissions, volume control
Upload PPT, PDF, share Desktop, show Whiteboard
Settings, Meeting Info, Feedback, About, End Meeting
Default Collaboration work area
About Dimdim Web Meeting
Dimdim is a free web conferencing service where you can share your desktop, show slides, collaborate, chat, talk and broadcast via webcam - with absolutely no download required for attendees. Dimdim Web Meeting is also available in more powerful versions which can support thousands of attendees.
Video Broadcaster window and functions
Sundar (Video Broadcaster)
Starting Stream
Options
Hands Free
Talk
Private chat with Spartacus...
Spartacus: I am fine how are you?
Emoticon
Private Chat window
Type here to chat with all
Enable hands free or push the Talk button to speak

Please note the following:

- The conference is controlled by the presenter
- More than 4 people will not be allowed to speak simultaneously – the presenter can assign speaking privileges
- The presenter can give presentation control to anyone in the conference



Hosting a Live Meeting

All Node Administrators have an account on DIMDIM that utilizes the same username and password used by CIPORE.

To host a Meeting a user must log in to DIMDIM. Go to dimdim.com, click on MY DIMDIM, then login with your username and password. The interface below will come up.

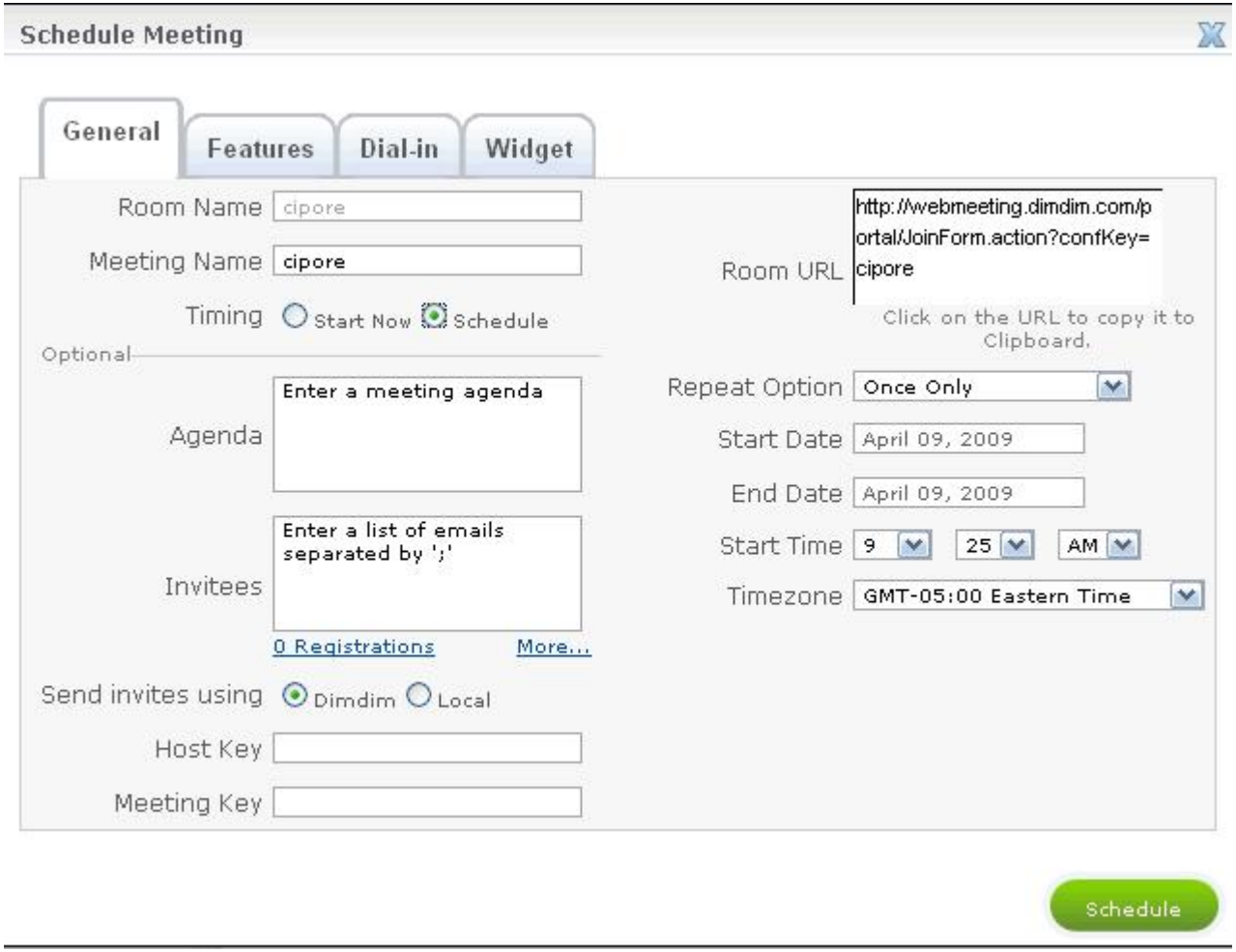
Next, click on the HOST MEETING Button. This will open up a box to capture meeting settings.

1. **Meeting Room:** This Meeting room is tied to your DIMDIM ID. This room name is required if attendees are to join a meeting
2. **Meeting Name:** This can be whatever the administrator wants it to be
3. **Meeting Agenda:** This area is for an agenda or meeting subject
4. **Attendees:** Enter Email addresses of persons that you want to invite
5. **Meeting:** You can choose to start the meeting now or schedule a meeting
6. **Send email using:** You can choose to have DIMDIM send

the notifications to attendees about the meeting or you can do it yourself.

Once the submit button is clicked the meeting will be created and the presenter interface will load.

Setting up a Scheduled Meeting



While going through the process to HOST a MEETING, if the option to schedule is selected the interface to the left will appear.

The following items become available

- Repeat Option for meetings
- Start Date
- End Date
- Start Time
- Time Zone
- ROOM URL

Note: the Room URL is a direct link to the meeting. It can be copied by clicking on it

Posting a Live or Scheduled Meeting to the PLATFORM.

All Administrators have access to LIVE MEETINGS section of the platform. ALL administrators have individual DIMDIM accounts, and thus all can create/host meetings and post the content to the platform.

To post to the platform follow these steps.

1. If your meeting is live. Then click on the Room Name at the top of the meeting interface.

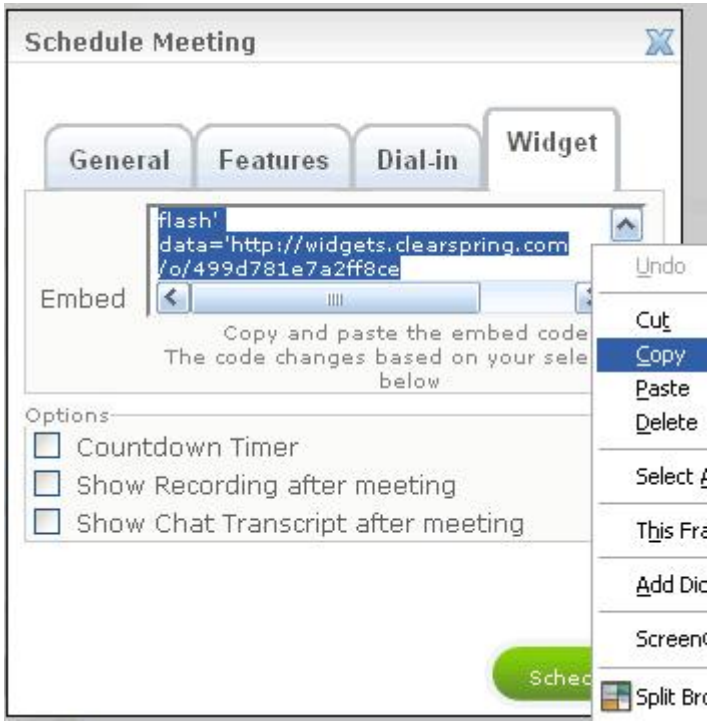
   This will automatically copy the meeting LINK to the clipboard.

2. Go to CIPORE, Login, and Create a new post. Select the LIVE MEETING category.

   Place the following information in the post

   The Title of the meeting (include the date and time in the title)
   Status of the Meeting: LIVE
   Start and End Time
   Link to Join the meeting (paste from clipboard)
   Description. A description of the meeting and or its agenda

3. If your meeting is scheduled then go to the Widgets section of your Schedule Meeting interface.



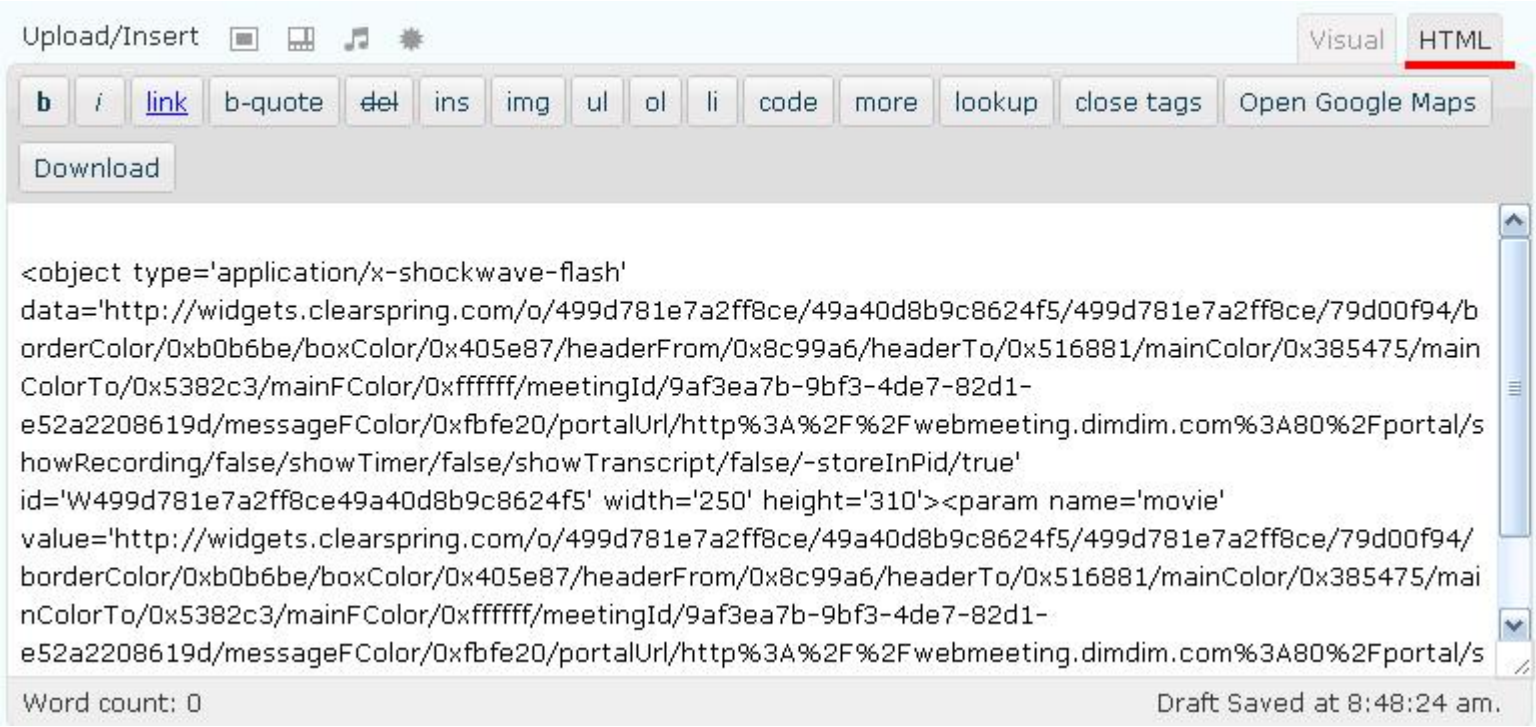
The Widget interface will produce a little snippet of code. Copy this code to your clipboard or to a notepad document

4. Create a Post on CIPORE and select the LIVE MEETING CATEGORY

place the following information in the post

The Title of the meeting (include the date and time in the title)
Status of the Meeting: LIVE
Start and End Time
Link to Join the meeting (Use the ROOM URL from the GENERAL TAB)
Description. A description of the meeting and or its agenda

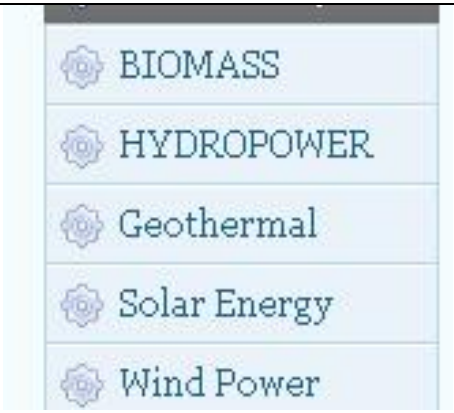
Now, select HTML mode in the Editor… and paste the CODE from the Widget Interface. See below



5. Publish the Meeting

The published meeting will have a link to the LIVE meeting on DIMDIM or if it's a scheduled meeting it have a link and the widget shown below. The widget will allow persons who want to attend to sign up for the meeting from CIPORE, or JOIN a meeting that is LIVE.

DATABASES

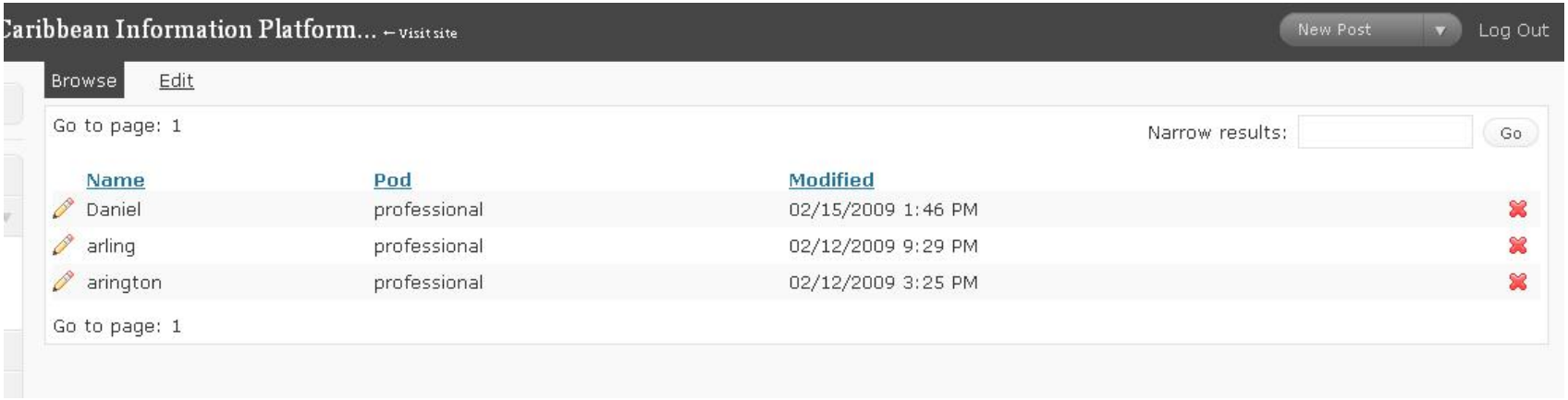
RE Directory	Projects	Statistical Databases
		

The Platform offers three databases of information.

All databases are accessed in a similar manner. All databases have a submenu that allows the user to add records to the database, edit records that have already been posted, or browse the list of records.

Once the **ADD/EDIT** link is the body of the interface will load a **FORM** and the **EDIT TAB** at the top of the form will be highlighted. The selected form will show with all required data for entry.

Once the data in the form is filled out – click the Save changes button and the record will be added to the database.



Clicking on the **BROWSE Tab** will show a list of entries currently in the database and gives the administrator the option to edit or delete a record.

All databases use the same features for data entry and editing.

The Directory Data – This is a list of data fields that are accepted by the directory.

RE Professionals	Private Sector Organizations	Hotels
Last Name First Name Title Photo Upload Place of Employment Address Country Telephone Website Fax Area of Expertise Expertise Qualifications Products or Services Offered Years of Experience Project Experience Patents Publications Upload Resume Additional Information Skype Name	Name Contact Person Title of Contact Logo Upload Country Address Telephone Email Website Fax Company Type Area of Expertise Expertise Qualifications Products or Services offered Accreditation Years of Experience Project Experience Patents Publications Upload Resume Additional Information Skype Name	Name Contact Person Title of Contact Person Logo Upload Address Country Telephone Email Address Website Fax Rating RE Measures Skype Name

The Projects Database – This is a list of data fields that are accepted by the projects database

RE Professionals
Name Country Project Location Objectives Professional Organization (Private Sector) Organization (Public Sector) Associated Agencies Status Key Words Information Start Date End Date Project Finance Problems Recommendations Additional Information Follow up Action Considerations PhotoGallery LINK Videos LINK 360 Tours LINK

Notifications

Contributors will be posting content to the platform. Contributors however cannot approve content. Approvals are the job of Node (country) administrators, and the Central Administrator.

Once a Contributor has posted content for a particular country, an email is generated by the system to notify the relevant node administrator by email. The email will have the title of the post and a link to the post.

Approvals

To view the records in any database click on the BROWSE TAB. Every record in the database has a little PENCIL icon. Clicking on the PENCIL icon makes the record editable – thus you will see the FORM that the user filled out. At the bottom of each for is a FIELD called APPROVED; it's a checkbox. Node administrators and Central Administrators can review a record and select the approved field. Once APPROVED has been selected the entry will be live on the front end of the platform.

Language Translation

The platform automatically translates content into SPANISH, FRENCH, and DUTCH. Once a post has been made, and remains unchanged for 2 days, then it is queued for translation. Every 5 minutes one item will be translated. If there is significant activity on the platform translation may be delayed by up to 4 days.